

Job Description	
Job title	Sous Chef
Department	Catering
Reports to (Position Title)	Head Chef

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role	
Work closely with the Head Chef and Senior Sous Chef to ensure the smooth operation of food production for all College outlets, to run and manage shifts and direct chefs in the right practices of food production and food safety standards.	
Background information	
Based at	Gonville and Caius College, Trinity Street, Cambridge.
Hours of work	40 hours per week
Contract type	Full time, Permanent
FTE	1.0
Qualifications	Level 3 NVQ in professional cookery (or equivalent), Level 2 food & Hygiene
Key skills	<ul style="list-style-type: none"> • Thorough knowledge of HACCP, COSHH and Allergens • Supervisory skills to include staff motivation, management, delegation, and the ability to communicate at all levels. • Menu writing • Previous experience in a similar position with Minimum of 3 years' experience in a kitchen catering environment at junior sous or Sous chef level. • Minimum of level 2 Food Hygiene Certificate. • Ability to work with minimal supervision. • Organisational time management, and planning skills. • Highly developed Interpersonal skills • IT Skills to a basic level
Work experience	Experience of working at Junior Sous Chef, or Sous Chef level is essential. Experience gained within a College, restaurant / hotel, or large volume fresh food environment is highly desirable.
Budget Responsibilities	No

Main duties and Responsibilities	Time / Frequency
<ul style="list-style-type: none"> Work with the Head Chef and Senior Sous Chef, and all other chefs to ensure the provision of consistently excellent food and service in the College and at all internal functions and for all College external activities. 	Daily
<ul style="list-style-type: none"> Manage Teams and shifts within the kitchen and support the Senior Chefs on rotas & schedules. 	Weekly / as required
<ul style="list-style-type: none"> Motivate all staff in line with good management principles; deploy staff to maximum efficiency; and ensure that excellent standards of work are achieved consistently, maintain staff discipline according to college policies 	Daily / Weekly / as required
<ul style="list-style-type: none"> Assist on organising and participate in staff induction. 	As required
<ul style="list-style-type: none"> Lead chef training, and development activities, and maintain appropriate health & Safety records, also ensuring compliance. 	Monthly / as required
<ul style="list-style-type: none"> To attend daily conference meetings as well as chefs' meetings/debriefs. 	Daily / as required
<ul style="list-style-type: none"> Undertake regular Health and Safety checks of equipment, premises, and working practices, and ensure that necessary remedial action is taken as appropriate; retain relevant Environmental Health documentation. 	Monthly / as required
<ul style="list-style-type: none"> Maintain, purchase, store, and quality-check all food products for the Catering Department; check invoices against purchase orders and report any discrepancies. 	As required
<ul style="list-style-type: none"> Ordering, menu development, Chef and Kitchen porter training and development. 	As required
<ul style="list-style-type: none"> Maintain effective communication within the kitchen, be responsive to staff suggestions and concerns and work to resolve problems. 	Daily
<ul style="list-style-type: none"> Check forward bookings and function sheets with the Co-ordinator and via the conference software management system and staff and plan appropriately 	Weekly / as required
<ul style="list-style-type: none"> Provide cover necessary during periods of staff absence due to days off, holidays, or sickness. 	As required
<ul style="list-style-type: none"> To become familiar with, and work in accordance with, all College policies and procedures. 	As required
<ul style="list-style-type: none"> Participate in training designed to minimise occupational risks. This may include manual handling training and other training as advised by the Health and Safety Officer and become a qualified first aider. 	Annually / as required
<ul style="list-style-type: none"> To undertake or participate in any other duties or tasks as reasonably directed or requested by the Senior Sous Chef, the Head Chef or Head of Catering 	As required
<ul style="list-style-type: none"> Records Application of controls required for the food safety systems outlined in the HACCP plan. 	As required
<ul style="list-style-type: none"> Deputising for the Senior Sous Chef as required and manage Junior sous chefs. 	Daily / as required

Person Specification

Job title	Sous Chef
Department	Catering
Reports to (Position Title)	Head Chef

	Criteria	Essential /Desirable	Assessment Method: A = Application I = Interview T = Test
Qualifications and Training	• Level 3 NVQ in professional cookery (or equivalent)	Essential	A
	• Level 2 food & Hygiene	Essential	A
	• Allergen Training	Essential	A
Knowledge, Skills & Proven abilities	• People management	Essential	A, I
	• Computer applications skills	Desirable	A, I
	• Good communicator at all levels	Essential	I
	• Ability to use computer & systems	Desirable	A, I
	• Proven ability to work on all sections of the kitchen	Essential	A, I
	• Thorough Knowledge of HACCP, COSHH & Allergen management	Essential	A, I
	• Supervisory skills	Essential	A, I
	• Previous experience as a Sous Chef or Junior Sous Chef	Essential	A
	• Proven history in College's environment or high-end catering establishments	Desirable	A
	• Menu Writing ability	Essential	I, T
	• Problem solver & able to work with minimal supervision	Essential	A, I, T
	• Strong leadership & management skills (time Keeping, Planning, Ordering)	Essential	A, I
	• Large volume catering & Fine dining experience	Essential	A
	• Techniques in modern European & world gastronomy	Desirable	I, T
	• Knowledge of classical cooking	Essential	A, I, T
• Ability to train chefs and maintain organisation	Essential	I	
Behaviours	• Team Player and positive attitude	Essential	I
	• Highly developed Interpersonal skills	Essential	I
	• Organiser and a listener	Essential	I
	• Leadership skills	Essential	A, I
	• Able to work with people from all backgrounds and levels of skills	Essential	I
	• Patient but fast paced	Essential	I

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements	Yes	No
DBS check		X
Lone working	X	
Manual handling	X	
Working at height	X	
Uniform Required		X
Training requirements		
Fire safety	X	
Health & Safety	X	
Data Protection	X	
Equality & Diversity	X	
The Prevent Duty		X
Understanding Unconscious Bias	X	
Cyber security	X	
Dignity at work	X	
Anti-bribery and corruption	X	
Microsoft Office	X	
Kinetics	X	
COSHH	X	
HACCP	X	
Food Hygiene	X	
Allergen training	X	
First Aid	X	
Fire Warden	X	

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same



skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.