



Job Description

Job Title:	Sous Chef
Accountable To:	Head Chef
Location:	Moddershall Oaks Country Spa Retreat

Our Vision

At Moddershall Oaks, we are dedicated to providing guests with a special place to be and all members of our team are expected to work positively to achieve our vision:

‘Be the best at everything we do by employing great people who make Moddershall Oaks a special place to be’.

Our Values

We have agreed a set of core values which define the standards and behaviours which we expect all employees to demonstrate:

- We are Ambitious
We are focussed on personal and business success
- We are Caring
We genuinely care about our guests and our colleagues
- We are Creative
We seek better ways of doing things and are empowered to deliver consistently outstanding service
- We are Enthusiastic
We are motivated to develop our skills and do our best for guests every day
- We are Loyal
We work as one team who are loyal to each other and the business

In return, Moddershall Oaks offers appropriate support, training and development within available resources to enable employees to make their best contribution.

Job Purpose

Oversee the efficient running of the kitchen and all food production. Take a lead in achieving consistently excellent standards of safety, hygiene and food quality. Motivate the kitchen team and take some responsibility for the profitability and standards of the kitchen.



Principal Accountabilities

Key Skills

- Deputise Head Chef in his absence
- Strong leadership skills
- Delivery of Food Service
- Systems Compliance
- Delivers Company Standards
- Team Development

Food Margins

- Assist the Head Chef in meeting GP and sales targets
- Follow and ensure the team follows set dish specifications and portion sizes
- Orders of food stock appropriate to sales levels and not over ordered
- All substandard food is returned with the appropriate paperwork and the supplier contacted
- Ensure head chef is aware of any persistent supplier issues
- Ensure that all deliveries are received in the correct condition and to the highest of hygiene standards.
- Prepares food for service appropriate to sales levels
- Controls wastage and records / reports all wastage
- Dishes are to specification with no over portioning
- All stock is secure and no loss of stock
- Stock rotation is followed and all store rooms/ fridges and freezers are in order

Delivery of Food Service

- Ensure all menus are to company specification.
- Ensure all dishes are to company specification.
- Ensure all recipes and preparation requirements are met.
- Ensure temperature, seasoning and flavours are to specification
- Ensures readiness for service and the pace is set for peak trade
- Ensure all food is presented for service in a timely manner and in correct sequence
- Ensure that the storage of food meets company and statutory health and safety requirements
- Deal with any customer returned food in a timely manner

Delivers Company Standards

- Ensure the kitchen is clean and hygienic, making sure cleaning rotas are adhered to and records kept
- Ensure all food is served to specification
- Ensure the kitchen uniform and personal hygiene requirements are adhered to
- Ensure the kitchen runs smoothly on a daily basis & is adequately stocked with all necessary goods
- Promote a positive perception of the company at all times both internally & externally
- Attend company meetings as requested



Personnel Skills

- Deal with day to day personnel queries
- Assist in the Performance review all kitchen staff on an ongoing basis
- Foster good working relationships with suppliers and other departments

Leadership

- Leads by example, setting the pace and standards
- Train and develop the team to the plan set by the Head Chef
- Praise and recognise good performance
- Deal with poor performance through informal reprimands passing to the Head Chef for formal discipline
- Pro-active in problem solving
- Can work on own initiative to deal with problems and opportunities

General requirements

- Work diligently within the best of your ability to ensure you meet the requirements of your job description
- Always seek to continuously improve
- Participate in internal/external meetings and training as required
- Positively participate in one to ones and appraisal
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Work in accordance with Moddershall Oaks' culture, values, aims and objectives
- Act as a positive ambassador for Moddershall Oaks at all times when dealing with guests or representing the business
- Positively contribute to Moddershall Oaks team working environment, taking ownership of issues and supporting colleagues where appropriate
- Undertake any other duties that may be required from time to time

NB: This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, Moddershall Oaks may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.

Name (Please print): _____

Signed: _____

Date: _____



Person Specification

Job Title: Sous Chef		
Criteria	Essential or Desirable	Method of Identification
Qualifications Catering/chef qualification although proven experience may compensate	Essential	Application
Proven Experience At least two years' experience within a chef role, delivering quality food and efficient service Experience of providing a high standard of service to diners Experience of menu and product creation with evidence of the highest standards Experience of setting and achieving food margins	Essential Essential Essential Essential	Application Application/interview Application/interview Application/interview
Knowledge, Skills and Abilities Outstanding food preparation skills Knowledge of food hygiene, health and safety and other kitchen compliance requirements Able to lead and motivate a team An eye for high standards of food preparation and presentation Time management, able to prioritise and achieve deadlines Excellent verbal and written communication skills Problem solving skills – able to work on own initiative	Essential Essential Essential Essential Essential Essential	Interview/practical assessment Interview Interview Interview Interview/assessment Interview Interview/practical assessment



Driven and able to instil the highest standards in the team in pursuit of customer satisfaction	Essential	Interview/practical assessment
Other Attributes Able to work effectively within Moddershall Oaks core values framework	Essential	Interview
Car owner/driver	Essential	Application