



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. Deputising for the Head Chef in his absence.



Principal Accountabilities

1. Ensure all recipes and preparation requirements are met, following and ensuring all team members also follows set dish specifications and portion sizes.
2. Prepare food for service appropriate to sales levels, ensuring all food is presented for service in a timely manner and in correct sequence.
3. Deal with any customer returned food appropriately and in a timely manner.
4. Ensure that the storage of food meets company and statutory health and safety requirements, ensuring stock rotation is followed and all storerooms, fridges and freezers are kept in order.
5. Ensure the kitchen is clean and hygienic, making sure cleaning rotas are adhered to and records kept and team members are adhering to kitchen uniform and personal hygiene requirements.
6. Ensure the kitchen runs smoothly on a daily basis & is adequately stocked with all necessary goods.
7. Effectively lead and organise the kitchen team in the absence of the Head Chef, ensuring control of service, resources, payroll spend and costs.
8. Promote a positive perception of the company at all times both internally & externally.
9. Support the Head Chef and Banqueting Chef in the development and costing of menus.
10. Orders of food stock are made appropriate to sales levels and are not over ordered. Received orders are checked all substandard food is returned with the appropriate paperwork and the supplier contacted. Keep the Head Chef updated regarding any persistent supplier issues.
11. Control, record and report wastage, keeping an eye on portion and waste control across the team, to ensure that best value is gained from all ingredients.
12. Be fully aware of all daily kitchen operations including restaurant covers, afternoon teas, wedding tastings and all event bookings.
13. Always lead by example and from the front, supporting to train and develop the team.
14. Assist the Head Chef with performance management, giving praise and recognition and addressing poor performance in a supportive and informal manner, passing to the Head Chef for formal discipline if and when required.
15. Assist the Head Chef with 121s and answering general enquires.
16. Foster good working relationships with suppliers and other departments.
17. Attend company meetings when required in the absence of the Head Chef and ensure effective and regular communication with the senior kitchen team.



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: _____

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