



*Clare College  
Cambridge*

Job Description

Job Title:	Senior Sous Chef
Reports to:	Head Chef
Hours of work:	37.5 Hours per week not including breaks
Salary:	£39,000 - £42,500 p.a.

**Purpose of the Job:** To support the Head Chef in all aspects of food preparation and service, with emphasis on, but not limited to, the following:

**Key Responsibilities:**

- In the absence of the Sous Chef leading a shift and supervising staff in the preparation and service of food to Fellows, College guests, students and staff, achieving the highest possible standards of service at all times.
- Deputising for the Head Chef in his absence.

**Supervisory Responsibilities**

- Assisting and supervising the Sous Chefs in leading their shifts
- Ensuring that the kitchen is operated in the most economical way in terms of staff resource, energy usage and minimising food production costs.
- Adhering to standards of operation as directed by Food Safety and Health and Safety legislation.
- In conjunction with the Head Chef, compile and submit food orders ensuring adequate rotation of stock at all times.

**Food Preparation and Menu Planning**

- Assisting the Head Chef with the planning and development of cyclic menus for all areas of food service.
- Assisting with the continued development of signature dishes for function catering.
- Encouraging the use of fresh produce at all times.
- Ensuring that dishes are produced to the agreed standard recipe.

## Food Service

- Aiming to exceeding customer satisfaction in all areas of food preparation and service delivery.
- Ensuring that all serveries are adequately manned by chefs, prepared for service in a timely manner and that the presentation of food is immaculate throughout the meal period.
- Ensuring that food service staff are fully briefed on menu content and allergens prior to service.
- Conduct regular checks of all serveries during the meal period, checking for availability, presentation and cleanliness of the food service area.

## Staff Development

- In conjunction with the Head Chef, develop training plans for all members of the kitchen brigade.
- Provide on-the-job training for all chefs in the kitchen brigade.
- Develop staff to competition standard.

## Other Duties

- Help with the induction of new members of staff, ensuring that monthly progress reviews are carried out during probation period
- Ensure that staff sickness is recorded correctly
- Carry out appraisals of staff as directed by the Head Chef
- Other duties as may be necessary to support the Director of Hospitality and Head Chef in the role



*Clare College  
Cambridge*

Person Specification

Job Title: Senior Sous Chef

Essential Qualifications

- NVQ Level 2 and 3 in Professional Cookery
- Basic Food Hygiene Certificate
- Training on HACCP and COSHH

Essential Skills/Knowledge/Training

- Leadership and management skills
- Good organisational skills
- Good communication and interpersonal skills
- Customer service skills

Essential Experience

- At least 3 years experience in a similar role
- Understanding of HACCP

Desirable Experience

- Experience of College environment

Essential Personal attributes

- Friendly, co-operative and helpful/approachable.
- Responsible and trustworthy.
- Ability to work as part of a team.
- Flexible approach and accepting of change.
- Ability to communicate effectively to colleagues and other senior management personnel.

Essential Special Conditions

- Must be able to work weekends and overtime as necessary.