

LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

Post Title:	Sous Chef (The Old Bakery)	Post Number:	CS1178P
Daily Supervision:	Head Chef (The Old Bakery)	Grade:	CSS Scale 5
Department:	Business Development – The Old Bakery	Last Updated:	April 2023

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

Lincoln College Group have a new exciting opportunity for a Sous Chef working in an established restaurant and small B&B in Lincoln.

Working alongside the Head Chef to manage daily kitchen activities, including; overseeing staff, aiding with menu preparation, ensuring food quality and freshness, monitoring ordering and stock, providing meal quality and consistency by following designated recipes.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To support the management and delivery of day to day catering operations in the restaurant kitchen.
2. To have an excellent understanding of food preparation
3. To maintain professional standards and expertise by undertaking relevant professional development.
4. To respond to enquiries and undertake relevant duties including some paperwork/management duties.
5. To ensure, on a daily basis, that there is an efficient and informative hand-over between shifts.
6. To take responsibility for the security of working areas including keys, equipment and stock.
7. To assist with stock control and ordering and completion of associated documentation, including monthly full stock takes.
8. To comply with agreed portion controls and maintain waste control records.
9. To carry out regular checks ensuring all spaces and equipment are well maintained, in good working order and to take appropriate action when they are not.
10. To lead the kitchen team in the absence of the Head Chef, communicating effectively to ensure the smooth running of the restaurant operation with a motivated team.
11. To liaise with external suppliers to order relevant goods from preferred suppliers and liaise with both internal and external customers.
12. To support the drawing up staff rotas, ensuring that the kitchen is adequately staffed at all times.
13. To work closely with other members of staff to develop and maintain a coordinated approach to customer care and to ensure that all kitchen staff understand and are fully committed to this approach.
14. Adhere to Health and Safety at all times.
15. To maintain all necessary documentation required for Trading Standards and Environmental Health to ensure food safety.
16. To be responsible for the safeguarding and promotion of the welfare of children wherever applicable.
17. To maintain the highest standards of kitchen and personal hygiene at all times and ensure safety of yourself and of others whilst at work.
18. Adhere to, and actively contribute to policies including Equalities (diversity, access, equal opportunities), Environmental and Health & Safety.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

Knowledge		PSM
1	Intermediate food hygiene certificate.	A/I
2	Up to date knowledge of recent food hygiene legislation.	A/I
3	Up to date knowledge of health and safety legislation.	A/I
4	A good understanding to working with fresh produce.	A/I
5	A good range of cooking skills	A/I

Skills/Abilities – Interpersonal		PSM
6	Ability to prepare food from fresh ingredients to a high standard.	A/I
7	Ability to communicate orally and in writing.	A/I
8	Ability to work in a fast-paced environment.	A/I
9	Ability to work in a non-discriminatory manner.	A/I
10	Ability to be a team leader and team player.	A/I

Experience		PSM
11	At least 3 years' experience within a catering environment.	A/I
12	Experience dealing with kitchen Health & Safety.	A/I

Work Related Circumstances		PSM
13	Flexible approach to the work duties and hours.	A/I
14	Ability and willingness to undertake relevant staff development.	A/I

Skills/Abilities - Other		PSM
15	Ability to communicate well with all types and ages of people.	A/I
16	Ability to work quickly and effectively.	A/I
17	Awareness of Health & Safety of yourself and other staff	A/I
18	Awareness of the College's safeguarding policy.	A/I

Prepared By:	Craig Gollin – Head of Commercial Catering
Date:	March 2023

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

