

<b>JOB TITLE:</b>	Sous Chef
<b>REPORTING TO:</b>	Head Chef
<b>DIRECT REPORTS:</b>	All kitchen staff
<b>LOCATION:</b>	The Black Watch Castle and Museum, Perth
<b>Salary:</b>	£18, 870 (35 hours per week) plus gratuities 29 days annual leave inclusive of public holiday

## **JOB DESCRIPTION**

A rare opportunity has arisen within a Five Star Award winning organisation. The Sous Chef role has excellent working hours, predominately 8.30 am to 4.30 pm five days over seven with occasional evening work.

## **PURPOSE OF JOB**

- To manage the kitchen during the head chef's absence in areas of profit management, stock, waste control, hygiene, organisation, food standards, training and personnel within the department effectively.
- To provide support, guidance and direction to achieve consistency and high standards of performance and presentation.

## **Duties and Responsibilities:**

- Maintain a safe, orderly and clean kitchen, complying with required EHO legislation. Demonstrate this by using correct food-handling techniques, a food management system and up to date cleaning records. Ensuring Health and Safety compliance is adhered to.
- Preparing food required for the Castle Cafe and catered events
- Responsible in assisting the Head Chef in the daily operations of the kitchen
- Providing leadership and direction to the kitchen team
- With guidance from the Head Chef ensuring all recipes, food preparations, and presentations meet the organisations high standards and commitment to quality
- Assist with menu planning and costing where required

- Maintain budgeted food costs at all times
- Placing food, product and stock orders
- Attend regular management meetings if required during the Head Chef's absence

### **Other Duties and Conditions of Service**

The post holder is expected to work to further the mission and aims of The Black Watch Castle and Museum, and to comply with the organisation's policies and procedures.

This is not an exhaustive list of responsibilities and the post holder will be expected to undertake other duties within the remit of the job and appropriate to their level of seniority as requested by the relevant line manager.

**This job description will be reviewed periodically. The Black Watch Castle & Museum reserves the right to vary the duties within the job description in line with the needs of the business.**

I acknowledge the receipt of the above job description:

Name: ..... Signature: ..... Date: .....

## PERSON SPECIFICATION:

### Sous Chef

#### Knowledge / Skills

- Knowledge of appropriate Environmental Health, Hygiene and Health and Safety legislation
- Demonstrate effective leadership skills
- Knowledge of catering for specific dietary needs
- Excellent communication skills
- Excellent planning, organisation and time management skills

#### Experience / Qualifications / Training

- SVQ Level 3/ City & Guilds or equivalent
- Health and Safety and Food Hygiene qualification
- Experience of day-to-day management of a kitchen team
- Proven experience of administrative procedures
- Experience of working in a team environment
- Numeracy and literacy skills

#### Personal Qualities / Attributes

- Ability to motivate staff
- Good communicator
- Ability to multi-task
- Ability to work well under pressure and to tight deadlines
- Self-motivated, flexible, enthusiastic and reliable
- Innovative and striving for personal and professional development of team

#### Work Related Circumstances

- Must be flexible with working hours
- As the business is a year-round operation it is necessary to cover weekends, public holidays as and when the business requires. This as a guide means three out of four weekends are worked as a general rule.
- Must undertake relevant training as required
- Must demonstrate a willingness to learn about other departments within the company