



## **Sous Chef Job Description**

### **Larmenier & Sacred Heart Catholic Primary School**

**Post:** Sous Chef

**Place of work:** School Kitchen

**Reporting to:** Head Chef

#### **Purpose of Role:**

- To motivate and lead a team to serve fresh, interesting and nutritious school meals within budget and which meet the Department for Education (DfE) School Food Standards at all times
- To maintain high standards of cleanliness and hygiene in the kitchen area
- Day to day supervision of the kitchen team.

#### **Key Responsibilities**

**To assist the Head Chef to ensure that all operational and Health and Safety protocols and procedures related to the kitchen are followed at all times to facilitate:**

- The effective management of the kitchen and catering team
- High output of well prepared and presented fresh food
- Exceptional levels of cleanliness and hygiene are maintained at all times
- Low levels of wastage through effective stock rotation and control
- Working at and overseeing the service counter as required
- Contributing to menu planning.

#### **Prepare food to the highest standard, maintaining:**

- Full adherence to recipes, food presentation standards and portion control
- Specific dietary and cultural requirements, including allergen issues
- High levels of freshly cooked meals to meet demand
- Minimum waste.

**Other professional requirements:**

- Operate at all times within the stated policies and practices of the school. This includes complying with statutory procedures and policies relating to safeguarding, the equalities duty, health and safety, confidentiality and data protection; reporting concerns to school leadership
- Maintain high standards of attendance and punctuality
- Establish effective working relationships and set a good example through high levels of personal and professional conduct
- Work effectively as part of a team
- To possess excellent organisational skills with the ability to prioritise and multi-task
- Maintain a high level of customer service and staff presentation and facilities
- To strictly abide by the Kitchen Hygiene Programme, maintaining legal standards at all times
- To maintain a weekly and monthly cleaning regime for all kitchen equipment and kitchen/service areas
- To monitor and maintain safe storage of goods received, stock rotation procedures and security of storage areas
- To assist Head Chef with the operation of the stock control system
- To carry out cleaning duties in kitchen and dining hall/area as necessary
- To take part in meetings and training organised by the school/ Head Chef
- To take part in the school's performance management system.

**In the absence of the Head Chef:**

- Place orders with agreed suppliers, check goods received and cross check invoice charges
- To undertake all other duties as requested which are commensurate with this role.

This job description may be amended at any time following consultation between the Headteacher and member of staff.