

Role Profile

Job Title	Sous chef
Responsible to	Head chef
Location	The Oratory School
Department	Kitchen
Work Level	High-level responsibility

This role profile is a guide to the work you will initially be required to undertake. It may be changed from time to time to incorporate changing circumstances, and you may be required to be flexible and perform other duties as required by your manager. It does not form part of your contract of employment.

Safer Recruitment

Chartwells is committed to safeguarding and promoting the welfare of children and expect all employees to share this commitment. Any offer of employment will be subject to successfully completing pre-employment checks, including an enhanced DBS disclosure and a Children's Barred List check. This post is exempt from the Rehabilitation of Offenders Act 1974 and we ask applicants to declare all previous convictions and cautions in order to assess their suitability to work with children.

Overall Purpose of the Role

A leadership role within the team, whilst also supporting the head chef in service delivery. Typically, this will mean ensuring dishes are prepared, cooked and presented to the required standards and specifications within your section/speciality in accordance with food safety procedures, as well as stock management, ordering, rota planning, or any other reasonable request.

Key Responsibilities

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- Comply with all client and company health & safety procedures and standards at all times including adherence to food information regulations and food safety checks
 - Run a section of the kitchen to the required standards, when necessary
 - Preparing, cooking and presenting dishes to the required standards and portion specifications within your section/speciality
 - Directing the tasks and training any commis chefs or kitchen assistants working in your section
 - Ensuring food is recovered and stored correctly to minimise waste
 - Assist with the processing of food orders
 - Assist with "The Source", our allergen management system, and menu typing
 - To be polite, professional and friendly at all times with customers, clients and colleagues
 - Assist with the receipt and storage of deliveries
 - Maintain the cleanliness of all kitchens and surrounding working areas
 - Ensure the correct use of all machinery and equipment
 - Perform other general tasks to support effective food service delivery as reasonably requested
 - An understanding of safeguarding issues and how to report and escalate any concerns that may arise

My Service Commitments

To my customers and clients

- To strive for excellence

To myself

- Be true to yourself, with honesty and integrity

To my team

- Be compassionate and empathetic

To my Company

- Loyal and truthful

Person Specification

Essential

- Strong cooking skills - able to prepare complex food dishes in a refined way
- Experience in a similar role
- Passionate about working in a food service environment
- Able to work positively with others as part of a team
- The post-holder must have an Enhanced DBS certificate and confirmation that they are not barred from working with children

Desirable

- NVQ Lvl2/3 in professional cookery or equivalent
- Basic or Intermediate food hygiene Lvl2/3
- Previous experience of working in a school environment

Equipment Requirements

- PPE is provided
- You are welcome to use your own knives

Learning & Development Requirements

- Completion of One Compass Welcome Induction Programme and on-site induction
- Completion of any client- or Compass Group- provided training on Safeguarding

Colleague Confirmation

Please sign and print name below to confirm receipt of your job description

Colleague signature:

Print Name:

Date: