



## SOUS CHEF JOB DESCRIPTION

\*This job description no way states or implies that those duties listed below are the only ones to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by the Duty Manager.\*

**Reports to:** Head Chef

### Main Duties and Responsibilities

The Junior Sous Chef is the Head Chefs Assistant and in the Head Chefs absence is responsible for ensuring that the standard and quality of the food production and the hygiene within the department is maintained at the highest level at all times.

- Assisting the Head Chef with responsibility for the Kitchens daily operations  
In the Head Chefs absence you will be responsible for the following:
  - Responsible for ordering stock and dealing with suppliers
    - Monitor and control stock levels
    - Unloading and putting away deliveries
  - Responsible along with hotel management for implementing the hotels HASSP policy
- Ensuring all staff have knowledge and understanding of the hotels HASSP and that it is adhered to
  - Implementing control measures and training staff about COSHH and Manual Handling
- Ensure the cleaning schedules are followed and a high level of cleanliness throughout all kitchen is maintained at all times
- Report any maintenance issues to management and ensure these are logged in the maintenance book
  - Ensure all Mise en Place is correctly set up for each section before service
  - Liaise with the sales team for information regarding the following business weeks bookings
- To be aware of and ensure yourself and all staff comply with Health & Safety at Work Act 1974 and the Hotel Fire Procedures and to adhere to these procedures in the event of a fire or fire evacuation.
- Also, to work as part of the wider hotel, team to promote a positive image of the Hotel at all times, liaising with other departments when necessary
  - Ensure that the 4-star standard of the hotel is consistently achieved and maintained.
    - Attend any training courses/sessions required
- Ensure yourself and all staff have correct Knowledge of food allergens and dietary requirements and the procedures we follow as outlined in the hotel employee hand book.
  - All accidents to be reported to Duty Manager
  - Training records to be completed and up to date
  - Carry out departmental inductions with new employees
- Training of new members of staff in line with the departmental training schedule



- Ensure all new members of staff have an up to date food hygiene certificate
- Ensure correct reporting procedures are followed if staff are late or call in sick
- Deal with complaints in a friendly and efficient manner, ensuring any guest complaints/comments are reported to management
- Ensure employee conduct, uniform and personal hygiene requirements are adhered to
- · Ensure the rota is done on a weekly basis and all events are staffed accordingly
- · Liaise with other departments where necessary – attending the weekly HOD meeting

All rules, policies and procedures that are in the Hotel Employee Induction Handbook are to be followed at all times without exception.



The Metropole Hotel and Spa, 100+ bedrooms, 12 event rooms, 2 restaurants, 3 bars