

**EDGBASTON PARK HOTEL  
AND CONFERENCE CENTRE**

**J O B   D E S C R I P T I O N**

<b>JOB TITLE</b>	Sous Chef
<b>DEPARTMENT</b>	Kitchen
<b>DOTTED LINE RESPONSIBILITY FOR</b>	Senior Chef de Parties, Chef de Partie, Kitchen Porters
<b>RESPONSIBLE TO</b>	Head Chef

**Job Summary**

To oversee the organisation and the quality of dishes served to guests, from breakfast to a la carte banqueting. To cook all dishes to the highest standards and to delegate and supervise the work of all kitchen staff. To assist the Head Chef in all culinary aspects and to take charge of the kitchen in the absence of the Head Chef, ensuring a smooth and efficient operation.

**Main Duties**

- Demonstrate exceptional customer care within the team in order to meet the service requirements of the Hotel.
- Oversee the physical food stock-take to ensure efficient cost control.
- Manage stock ordering to ensure maximum profit with minimum waste and assist with food purchasing.
- Support the Head Chef in producing department budgets in line with main Hotel budget.
- Comply with department manning budget.
- Participate in the recruitment, training, development and coaching of all kitchen staff in order to ensure a highly engaged and efficient team.
- Responsible for motivating the kitchen team and encouraging them, at all times, to provide a high-quality service to guests and customers, whilst managing costs and expenses.
- Comply with all legal requirements and carry out statutory training for all team members.
- Comply with all food regulations as laid out in the Hotel's food safety policies.
- Support the Head Chef with the creation and implementation of all menus, in line with the Hotel's cost constraints.
- Ensure the kitchen team comply with all regulations relating to Health and Safety, code of conduct, wearing of protective clothing, fire precautions and emergency procedures.
- Making themselves available to undertake any training and attend any meetings required (advance notice will normally be given).
- Undertake any other duties as requested by management.

## **General Requirements**

- Build and maintain effective working relationships across the Hotel.
- Present a professional image of the Hotel to customers and guests.
- Respond professionally and pro-actively to any customer or guest queries.
- Actively support and demonstrate the Hotel culture and values.
- Adhere to all Hotel policies, procedures and processes.
- Comply with statutory requirements regarding the workplace such as employment law, health and safety, hygiene, fire prevention, GDPR etc.
- Act with integrity and in the interests of the Hotel at all times.

## **PERSON SPECIFICATION**

### **Experience**

- Previous experience in a similar role, ideally within a hotel or conference and banqueting environment.
- Experience of working successfully with all levels of staff and management.
- Experience of motivating, developing and coaching kitchen staff.
- Multi-site experience is desirable.

### **Knowledge and Skills**

- Passion for delivering quality food and exceptional levels of service.
- Good leadership, interpersonal skills, with the ability to communicate effectively with customers, guests and at all levels within the Hotel.
- Good level of commercial awareness and understanding of cost control.
- Ability to prioritise workloads, meet deadlines, work to strict time constraints and successfully and positively adapt to changing demands.
- Ability to work on own initiative and be pro-active in dealing with issues.
- Ability to successfully work in a team.
- Ability to enhance, communicate and maintain service standards within a kitchen team.
- Thorough understanding of HACCP, COSSH and other regulatory guidance.
- Proficiency with computers and computer programs, including Microsoft Office.

### **Qualifications**

- Trained to Level 3 in Food Safety.

