**JOB DESCRIPTION**

**POSITION:** Junior Sous Chef

**HOTEL:** Fanhams Hall Hotel

**DEPARTMENT:** Kitchen

**DIRECT REPORT:** Senior Sous Chef / Head Chef

**DOTTED LINE REPORT**: Executive Chef

**RESPONSIBLE FOR:** Day to Day running of the operation in absence of Senior Sous Chef / Head Chef and working along side on days when feasible.

**ORGANISATION CHART**

**JOB PURPOSE**

To maintain consistency in the day to day running of the operations and ensure organisation standards are meet as required by the hotel; coordinating the team in absence and along side the Senior Sous chef / Head Chef within the kitchen; and ensuring a smooth flow on service is adhered too and that correct scheduling is kept to depending on business needs.

**MAIN RESPONSIBILITIES AGAINST OUR FIVE NON-NEGOTIABLES**

**WOW Experiences**

* Keeps the standards expected of the hotel
* Available to help guests with quires and tastings
* Maintains organisation with in the team
* Goes the extra reasonable mile if hotel or guest requires it

**Exclusive People**

* Maintains standards
* Maintains Quality
* Maintains and responds to teams help and questions to keep consistency with in the group

**Improve Profit**

* Quality of product / service is maintained reducing potential complaints or challenges
* Ordering control
* Stock rotation and controls the team checking par stocks and orders requested by team members

**Increase Revenue**

* Available for tasting with guests / informing the guest of menu choices ,helping with up selling
* Helps maintain any food promotions/concepts happening in the hotel
* Utilising stock on menus for buffets or required menus
* Reviews wastage so this help impact on ordering

**Strong Brand**

* Maintains the brand integrity
* Leads for the front on standards
* Understands the core values

**Health and Safety**

1. To be aware of and comply with safe working practices as laid down under the Health and Safety Act as applicable to your place of work. This will include your awareness of any specific hazards at your work place.
2. The wearing of appropriate protective clothing provided by or recommended by the Company will be obligatory.
3. To report any defects in the building, plant or equipment according to hotel procedure.
4. To ensure that any accidents to staff, guests or visitors are reported immediately in accordance with correct procedures.
5. To attend 6 monthly Statutory Fire, Health & Safety training and to be fully conversant with and abide by all rules concerning Fire, Health & Safety.
6. To be fully conversant with:
* The Hotel Fire and Bomb Procedures
* The Hotel Health and Safety Policy Procedures
* Departmental Food Hygiene Regulations
* C.O.S.H.H. Regulations
* Staff Handbook

**General**

* Display a professional image of Exclusive Hotels *and* Venues by delivering the company values and demonstrating the courtesy standards and non negotiables at all times
* Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance
* To attend all training courses as and when required.
* Performs all duties and responsibilities in a timely and efficient manner in accordance with established company policies and procedures to achieve the overall objectives of this position
* As the hotel’s level of business varies considerably, there is a need for flexibility in attitude, approach and working hours.
* The above description is not to be regarded as exhaustive. Other tasks and responsibilities of a broadly comparable nature may be added on a temporary or permanent basis, as appropriate.

**Skills & Experience Required**

* Supervisory
* integrity / honesty
* 5 years experience to a CDP level /Junior Sous chef
* Health and safety level 2 or higher
* Strong Banqueting Knowledge
* Strong restaurant knowledge

**NOTE:** This document reflects the job at time of writing and will be subject to periodic change in light of changing regulatory, operational and environmental requirements. Such changes will be discussed with the job holder and the job description amended accordingly.

I have read and fully understand and accept all elements listed in this job description and understand that a signed copy will be kept on file in Human Resources.

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Employee Name (print) Date

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Employee Name (Signature)