

JOB DESCRIPTION

Post: Sous Chef

Department: Tate Catering

Reporting to: Head Chef, Senior Sous Chef

Responsible for: Jnr. Sous chefs, Snr CDP's, CDPs, Demi CDP's, Commis Chefs

The Company: *Tate Catering is a wholly owned subsidiary of Tate. Our activities vary from providing a restorative cup of tea to a weary visitor, right the way through to catering for special events being held by Tate's corporate sponsors.*

Our aim is to be the market-leading caterer within the arts and to consistently provide outstanding food, drink and service at the four Tate sites and the other sites within our business.

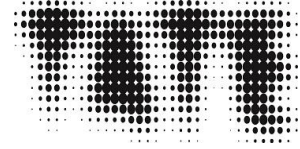


Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme

Purpose of the Job: Supervise the kitchen effectively in the absence of the Head Chef or Senior Sous Chef, ensuring smooth running of the daily operations. Also provide support to the Head Chef or Senior Sous Chef in the overall achievement of organisational goals and exceptional food quality, consistency and service.

Main Duties and responsibilities:

- Supervise all staff members on the agreed standard of food service and preparation whilst you are on duty, ensuring that all food production adheres to the standardised food recipes.
- Liaise and co-operate effectively with all other associated members of staff in relation to all aspects of the production and service of food
- Assist the department head in the suitable and adequate training of all staff within the department
- Ensure all required food safety requirements and standards are adhered to and maintained at all times.

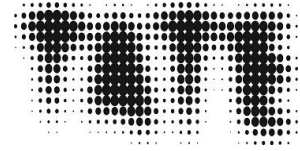


- Ensure all required Health & Safety regulations and standards are maintained and adhered to at all times, and including all Health marks are collected and allocated to correct administration file.
- Ensure that all staff are correctly dressed to satisfy statutory requirements as well as enhancing the image of the establishment.
- Maintain and promote the safe use of the kitchen, its equipment and building under the Health and Safety at work acts, hygiene and any other regulations.
- Ensure that all stocks are ordered to the correct quantities, quality and price according to the market list, for the restaurant under your control.
- Aware of all relevant food suppliers and their products and place orders accordingly as and when required due to business demands
- Ensure that the food offer is always consistent and is being constantly developed to be appropriate, seasonal and ahead of our competitors.
- Regular benchmarking against our competitors and having a great awareness of our customer's needs.
- Responsible for managing the control of the food costs within agreed budgets and keeping adequate stock levels of food and supplies to meet the needs of the business.
- Perform weekly/monthly price comparisons with suppliers ensuring all stock movement is controlled and accounted for by means of transfers.
- Effectively cost all menu items using the Stock link system, and follow all recipes to achieve a high standard of food and to be cost effective.
- Confirm with the Head Chef any special dietary requirements, and order accordingly as and when required due to business demands.
- Assist and supervise the compiling of daily and other relevant menus as required by the business.
- Control wastage by maintaining the correct stock levels and rotation from dry stores and cold storage, and avoid over production of food mis en place by understanding the needs of the business.
- Supervise and assist in the smooth and efficient service and production of food from the department by working and liaising with other departments and dining room staff at all times.
- Ensure that all kitchen stores and cold storage areas are locked at all times as required, and relevant keys safe where necessary
- Ensure at all times that the agreed standards of food preparation and presentation are supervised and adhered too.
- Make yourself aware and notify all kitchen staff of all menu changes, specialities, function menus and changes to standards prior to the commencement of service times.
- Assist with the effective, fair and transparent recruitment, following company Recruitment Procedure.



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- Report any problems relating to the smooth operating of or staff within the sections, or of the non co-operation from another section of the department immediately to the head chef.
- Make yourself aware of all administrative documentation including requisitions and internal transfers relevant to the department's accountability.
- Assist with and at times supervise the compiling of the month end stock take of all relevant food storage areas.
- Assist with and at times supervise the compiling of the kitchen rosters and employees time sheets.
- Organising the work load accordingly between the sections of the kitchen, and ensuring the kitchen is effectively manned at all times.
- Report all accidents and any defects of the kitchen equipment to the Head Chef and complete all the relevant documentation.
- Ensure changing areas are kept free from dirty uniforms in conjunction with head porters and to ensure locker key numbers are updated and policed.
- Assist in the daily procedure of receiving food and related supplies to the kitchen, rejecting and returning as and when necessary, items that are not to the specifications or ordered or are damaged.
- Ensure all work areas of the kitchen, dry stores and refrigeration are maintained in a clean and hygienic condition at all times and especially after your shift has finished.
- Remain on duty until the shift has finished or until you are discharged by the Head Chef, ensuring that the entire department is locked and secure
- Assist where necessary with staff appraisals.
- Ensure all food products are dated and labelled as required at all times.
- Ensure all HACCPs procedures are followed.
- Work as required by the operational demands of the business.

The New EU regulations on Food Allergens means that Tate Catering has a legal responsibility to provide the correct allergen information within the ingredients that is in the food we make for Tate customers. You will be required to assist with the updating of allergen information on a daily basis, in conjunction with the Head Chef .

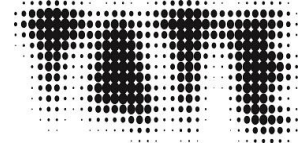
Tate is proud of its commitment to diversity which is set out in our Tate for All strategy. This strategy aims to improve diversity at Tate through a process of organisational change and to make diversity part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity as part of their role

Managing the Operation



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- Communicating on a regular basis on the performance of the business, successes, concerns, any issues and support needs, including reports from departmental meetings.
- Ensure that the kitchen is a safe environment and that all maintenance issues are reported to the correct person and followed up / resolved.
- Delivery of agreed objectives to agreed deadlines.
- Follow H&S and Food Safety guidelines as set out by the Company.
- Ensure all Opening and Closing procedures are in place, being used and are checked.
- Ensure that profit margins are maintained, and agreed costs are not exceeded through effective use of control systems.
- Ensure that staff under your responsibility have a thorough understanding and comply with all company policies and procedures.
- Develop new recipes and menu items in conjunction with the Head chef through researching and learning.

Managing the Team

- Supervise the training of all new staff members to the department in the standards required by the kitchen, including the employee's induction.
- Supervise all staff members, checking the prepared mise-en-place and food stocks, and replenish as necessary by informing the Head chef of any relevant shortages.
- Supervise and assist all members of the kitchen staff in the preparation of all food mise-en-place in-line with the needs of the business, to ensure all necessary work is completed prior to the start of service.
- Ensure that staffing levels are correct and to agreed standards and are not exceeded without prior consultation.
- Ensure that kitchen rotas are operating to agreed manpower/productivity ratios as agreed with the Head Chef.
- Liaise with HR to ensure fair and equitable discipline in compliance with company regulations are delivered.
- Ensure that the Head Chef / HR are consulted in regards to any disciplinary, grievance or employee relations matter as soon as they arise and prior to any action being taken.
- Maintain high standards of morale and personal appearance of all staff.
- Ensure that a high degree of interest in self-development is maintained, and display this by making suggestions for realistic improvements throughout the business.

Person Qualities



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Essential:

- Significant experience in a catering or kitchen environment as a Sous Chef/ junior sous chef.
- Comfortable with working in a pressure kitchen, whilst maintaining high standards
- Excellent verbal and written communication skills demonstrating the ability to communicate effectively and positively with all colleagues, suppliers and a diverse customer base
- Demonstrable ability to manage performance, deliver training and develop a cohesive team of more than 10 staff
- Experience of creating a working environment that encourages equality, diversity and inclusion and the ability to create an inclusive, respectful culture within a team
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Exceptional customer service skills, demonstrating a professional attitude and appearance at all times
- Possess a wide array of recipes and have experience of Contemporary British menus
- Excellent knowledge of food and current trends and a passion for developing the offer
- Excellent knowledge of health & safety and food hygiene regulations and policies
- Ensure allergen information is being recorded and communicated accurately on a daily basis
- Effective time management skills, ability to multi-task well, and adaptability to changing conditions of the business
- A high level of commercial acumen and experience of managing costs, with previous responsibility for ordering, stocktaking and wages
- Working knowledge of Microsoft Office including Word, Excel and Outlook
- Flexible with working hours, available to work early mornings, late nights and weekends, on a rota basis
- Pro-active and reliable, willing to work when and as required by the operational demands of the business

Desirable:



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- Experience of visitor attractions and/or cultural organisations
- Level 3 food Safety certificate

Key Competencies

- An enthusiastic approach and willingness to contribute to the development of the Tate Catering as well as the wider aims of Tate.
- Demonstrates flexibility with working hours and place of work, as the business requires
- Demonstrates flexibility in approach to the role to ensure that duties are properly performed and to meet the organisational demands of the business. This flexibility includes adapting business needs at short notice
- Strives to maintain a positive atmosphere in challenging situations
- Constantly seeks ways to build on team work in widest sense across Tate departments
- An ability to communicate confidently with maturity and diplomacy, at all levels, both in the spoken and written formats
- Promotes Tate's Dignity and Respect policy in all their activities
- Sets ambitious and measurable goals and targets for themselves and the team to achieve or exceed expected performance
- Identifies and anticipates customer expectations taking account of individual and group differences
- Actively pursues opportunities to develop or enhance personal capabilities
- Understands team dynamics and utilises each team member's specific strengths effectively
- Ensures compliance with organisational policies and procedure
- Acts on opportunities to improve efficiency
- Actively supports organisational change and continuous improvement
- Ensures the team understand their part in the business plan and vision
- Creates a culture of trust, respect and openness
- Develops strong partnerships with external stakeholders



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