

Job Description

General Details	
Job title:	Sous Chef
Faculty/Service:	Estates and Commercial Services
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours per week
Grade/Salary:	Grade 4
Date Prepared:	July 2021

Job Purpose
To lead, deliver and manage high quality, cost effective and on trend food production for a designated main campus of the University under the overall direction of the Executive Chef and to play a key role in support of the operational management of resources including the development of innovative and creative menus and products, ordering of supplies and management of all staff involved in food production and service.

Relationships	
Reporting to:	Executive Chef
Responsible for:	Unit chefs and other staff with a primary involvement in food production (including temporary or casual staff) and located within kitchen areas.
Key working relationships:	The post holder will support team leaders, hospitality supervisor and unit chefs along with their immediate subordinates.

Main Activities

- a) To lead, deliver and effectively manage the food production process within 'The Catalyst Building' with a key focus on innovation, cost & attention to detail, linked with exceptional customer service values.
- b) To lead the catering staff complement within 'The Catalyst Building' via day to day supervision, motivation, welfare, work rosters, immediate team staff PDR's, recorded team briefings and to deal with minor disciplinary matters.
- c) To assist the Executive Chef, Hospitality supervisor and Senior Supervisor in the effective planning & co-ordination and development of the service to include conferencing, hospitality and food led retail areas.

- d) To contribute to the promotion of the department through the development of the menu and the product offer from delivery of a student meal to a corporate dinner, using innovation and research of current trends both within the sector and the high street.
- e) To meet along with the Executive Chef with food suppliers on a regular basis; benchmarking suppliers in terms of cost, quality and product availability whilst working within a framework of pre-negotiated purchasing contracts.
- f) To be responsible for the effective ordering, receipt, safe storage and stock rotation of food and disposable purchases in line with set stock holding thresholds within 'The Catalyst Building'; and to conduct monthly commodity stocktaking as required.
- g) To be fully conversant with the costing of food and drink to ensure that the required Gross Profit margins are met on a month by month basis.
- h) To uphold the University Food Safety Management System and HACCP policy ensuring that all duties carried out within the areas of responsibility comply with the university and the departmental health & safety policy. To conduct risk assessments and action shortfalls promptly.
- i) To assist the Executive Chef to conduct monthly food safety audits of all production and kitchen areas, and rectify where it has been identified that there has been non-compliance with the university's FSMS, H&S and HACCP Policies.
- j) To work collaboratively with the team to include the Hospitality Supervisor, Unit Chef's and the Senior Supervisor to ensure good working relationships, to promote innovation and instil a cultural passion amongst the teams for exceptional customer service.
- k) To assist in the recruitment, selection and induction of food led staff to include seasonal requirements such as casual or agency staff.
- l) To assist in the development and actioning of the departmental training and development plan.
- m) To contribute to and drive the implementation of the green / sustainability plan.
- n) To undertake any other duties and responsibilities as may be reasonably required from time to time by the Executive Chef.

Special Conditions

- Currently, the working week for this position is normally Monday to Friday but where on occasions when business dictates, the post holder can be required to work any five days within each seven day period (Monday to Sunday). Where this flexibility is required for events during week-ends and a change in the working week is necessary, the role holder will be provided with as much notice as practicable. In addition, the demands of the service will also require extra hours of working from time to time for which time off in lieu or payment will be made according to the University remuneration arrangements for staff.
- The post-holder may be required to work at other sites from time to time.
- The post-holder will be required to attend relevant training courses related to the duties of the post as directed by the Executive Chef
- Within the context of the main activities some heavy lifting will be required.
- Uniforms will be provided which must be worn whilst on duty, you will be responsible for the laundering of own uniform.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Philip Olivant Philip.Olivant@Staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.