



Job Description	
Job Title	Senior Sous Chef
Hours of Work	Standard working week will be a minimum of 48 hours excluding lunch breaks of half an hour daily. In addition, you will be required to work outside normal office hours in the evening and weekends for match days and other business events.
Location	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
Responsible to	Chairman
Responsible for	<p>Working closely alongside the Head Chef covering all aspects of the role to build and develop the current high quality reputation, and assist in developing new and exciting dishes. To assist and support the Head Chef in organising admin, staff rota, food ordering and all associated duties.</p> <p>To assist with scheduling the kitchen duties and ensure adequate staff and to deputise for the Head Chef when off duty. To be accountable for kitchen inventory, cleanliness, organisation and on-going training of all staff.</p> <p>You must be able to work well as part of a team, possess a 'can do' attitude with the ability to stay calm and composed under pressure, be consistent in your approach, and be able to successfully deliver the values of the Club.</p>
Contractual Status	Permanent full time
Duties & responsibilities	<ul style="list-style-type: none"> • Work closely together and supporting the Head Chef, other chefs, and all other hospitality team members in ensuring an effective organised kitchen to deliver the best hospitality experience for our visitors and supporters • Provide support with extensive experience to deputise for the Head Chef when off duty • Confident and positive in running of all sections of the kitchen and hospitality areas including carrying out essential admin, staff rota, ordering and all other aspects of the smooth running of the kitchen with impeccable attention to detail • To be flexible regarding days and hours worked which would include early mornings, day and evening shifts to suits the needs of the business including evenings, bank holidays and weekends • Liaise with all departments including the Conference & Events Manager, Event Supervisors and Bar Manager for ordering, checking, staffing and special requirements to deliver an event.





	<p>Also check for any alterations or additions coming through at the last minute to the event to inform all concerned of changes</p> <ul style="list-style-type: none"> • Maintaining a safe and hygienic kitchen in a safe and friendly environment, visibly demonstrating commitment to and compliance with all Health & Safety policies and procedures. Ensuring all incidents, accidents or dangerous occurrences are reported and monitored • Ensure maintenance and safety status of all machinery, equipment and safety devices and regularly carry out risk assessments for use of equipment • Support conference and events team with client meetings if required • Preparation and management of preparing and efficient time delivery of all food within the business • Carry out and distribution of effective ordering, receipt, storage and stock control of all food supplies to support the control of food cost • Liaising and supporting with Head Chef drafting menus, presenting in a modern and practical design, all to be focused in working to GP's • Full awareness of all menu items, their recipes and the sources of products, method of production and presentation standards • Check quality, taste and texture of food being presented and ensure serving staff are fully aware of any specific dietary changes • Help and support the Head Chef, organising any additional staff, making sure they are fully trained and up to date with policies and procedures within the catering department. Making effective use of available staff on every event • Mentoring junior members of kitchen staff, helping and encouraging them to learn and develop and to lead by example. Ensure that all staff are fully equipped with correct uniform and are correctly inducted • Ensure all kitchen staff are briefed and made aware of the event they are working on and what is required of them. Also that staff are also aware of menu choices, ingredients and any special dietary requirements • Oversee management of facilities by checking event details and allocation of rooms, adequate resource and staff • Check and guide staff that they are carrying out their duties in the correct sequence required to be effective and efficient in readiness for the next event by carrying out preparation procedures
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- Assist in setting up of rooms including the organisation and setting out of stock and equipment when required to do so
- Responsible for cleaning down and refreshing work areas, washing up, and preparation areas
- Receive, record and monitor food deliveries for quality, quantity and temperature
- Assist in taking and checking deliveries for all departments
- Ensure all records of the Food Safety Management, HACCP & Cleaning Schedule control systems are completed and are available at any time for inspection
- Implement and monitor all quality procedures required in line with Company policy
- Make sure all crockery and cutlery is in excellent condition, cleaned and polished on a regular basis, replenished where necessary, stored away correctly and to keep system and stock levels sufficient
- Ensure the security and safety of the venue when required to do so in line with opening and closing procedure

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation

All employees may be required to undertake any other duties as may be reasonably requested

CLUB VALUES

Code of Conduct

The Company expects the highest standards of integrity and conduct in all matters concerning the Company and its employees. The Code of Conduct along with the Company Handbook makes clear the standards of conduct expected from its employees and explains the responsibilities of the Company, as the employer. All employees are expected to act wholeheartedly in the interests of the Company at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be a breach of Company rules and policies. Discriminatory, offensive and violent behaviour are unacceptable and any complaints or concerns will be dealt with and acted upon.





	<p><u>Equality Inclusion & Diversity</u></p> <p>Burton Albion are committed to ensuring that equality, inclusion and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.</p> <p><u>Safeguarding</u></p> <p>Burton Albion are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in club activities is of the upmost importance. The club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority</p>	
Qualifications:	GCSE or equivalent Catering & hospitality qualification, i.e. City & Guilds, or equivalent Food Hygiene Certificate Level 2 essential Food Hygiene Certificate Level 3 would be an advantage	
Experience:	Minimum 3 years' experience as Sous Chef Experience of managing and mentoring staff Front of house experience Knowledge and experience of bar work	
Skills & Knowledge:	Food preparation and sourcing local ingredients Experience within an organisation where large numbers for catering are required including various food services	
Qualities:	Excellent Communication Skills Excellent timekeeper Possess a 'can-do' attitude and be proactive An ability to stay calm and handle pressure	

