



<b>Job Description</b>	
<b>Job Title</b>	Sous Chef
<b>Hours of Work</b>	Standard working week will be a minimum of 40 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.
<b>Location</b>	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
<b>Responsible to</b>	Head Chef
<b>Responsible for</b>	<p>Working closely with the Head Chef and hospitality team of staff in producing and delivering first class high quality food and beverages in all areas to include conference &amp; banqueting and match-day hospitality, and our hot food kiosks. To build and develop the current high quality reputation, and assist in developing new and exciting dishes. To assist with scheduling the kitchen duties and relevant staff and to substitute 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>
<b>Contractual Status</b>	Permanent full time
<b>Duties &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Work closely with and deputise for the Head Chef</li> <li>• Confident and positive in running of all sections of the kitchen and hospitality areas</li> <li>• To be flexible regarding days and hours worked which would include early mornings, day and evening shifts to suits the needs of the business</li> <li>• Liaise with all departments including the Conference &amp; Banqueting Manager, Events Co-ordinator and Bar Manager for ordering, checking, staffing and special requirements to deliver an event. Also check for any alterations or additions to the event to inform all concerned of changes</li> <li>• Maintaining a safe and hygienic kitchen environment, visibly demonstrating commitment to and compliance with all Health &amp; Safety policies and procedures. Ensuring all incidents, accidents or dangerous occurrences are reported and monitored</li> </ul>





- Ensure maintenance and safety status of all machinery, equipment and safety devices
- Support conference and banqueting team with client meetings
- When required cover other duties to support the smooth running of the Club
- 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 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
- Where and when necessary, and in the absence of Head Chef, organising 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 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, 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
- Assist in setting up of rooms including the organisation and setting out of stock and equipment when asked 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





	<ul style="list-style-type: none"> <li>• Ensure all records of the Food Safety, HACCP &amp; Cleaning Schedule control systems are completed and are available at any time for inspection</li> <li>• Implement and monitor all quality procedures required in line with Company policy</li> <li>• 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</li> <li>• Ensure the security and safety of the venue when required to do so in line with opening and closing procedure</li> </ul> <p>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</p> <p>All employees may be required to undertake any other duties as may be reasonably requested</p> <p><u>Equality &amp; Safeguarding</u></p> <p>Burton Albion are committed to ensuring that equality 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 &amp; civil Partnership, Pregnancy &amp; 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>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 utmost 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>	
<b>Qualifications:</b>	GCSE or equivalent	Essential
	Catering & hospitality qualification, i.e. City & Guilds, or equivalent	Essential
	Food Hygiene Certificate Level 2 essential	Essential
		Desirable





	Food Hygiene Certificate Level 3 would be an advantage	
<b>Experience:</b>	Minimum of 3 years' experience as Sous Chef	Essential
	Experience of managing and mentoring staff	Essential
	Front of house experience	Desirable
	Knowledge and experience of bar work	Desirable
<b>Skills &amp; Knowledge:</b>	Food preparation and sourcing local ingredients	Essential
	Experience within an organisation where large numbers for catering are required including various food services	Essential
<b>Qualities:</b>	Excellent Communication Skills	Essential
	Excellent timekeeper	Essential
	Possess a 'can-do' attitude and be a proactive team player	Essential
	An ability to stay calm and handle pressure	Essential

