

POSITION DESCRIPTION

<u>POSITION:</u>	Sous Chef
<u>LOCATION:</u>	Ballarat Golf Club
<u>REPORTS TO:</u>	Head Chef

Key Skills

- Achieves food margin
- Leadership
- Delivery of Food Service
- Systems Compliance
- Delivers Club's Standards

Achieves Food Margins

- Assists the Head Chef in meeting and exceeding the company Food GP budget
- Assists the Head Chef in ensuring all kitchen staff are trained on dish specification and how to achieve food margins
- Orders of food stock appropriate to sales levels and not over ordered
- Prepares food for service appropriate to sales levels
- Controls wastage and records / reports all wastage
- Staff Food policy is followed with no unauthorized food leaving the kitchen
- Dishes are to specification with no over portioning
- All stock is secure and no loss of stock
- Stock rotation is followed and all store rooms / fridges and freezers are in order
- Assists in monitoring & controlling stock levels – daily, weekly and monthly ensuring there are no shortfalls.

Leadership

- Inspire & motivate the team to achieve food to specification and therefore achieve sales and profits
- Leads by example, setting the pace and standards
- Support the Head Chef to train and develop the team to deliver food to specification and therefore exceed customer's expectations
- Praise and recognise good performance
- Deal with poor performance through informal reprimands and in conjunction with the Head Chef / GM act as witness during disciplinary meetings
- Pro-active in problem solving
- Can work on own initiative to deal with problems and opportunities and cascade to the Head Chef / GM as is appropriate
- Verbal communication is key to the Sous Chef especially during peak business

Delivery of Food Service

- Ensure all dishes are to company specification.
- Ensure all company recipes and preparation requirements are met.
- Ensure temperature, seasoning and flavour are to specification
- Ensures readiness for service and the pace is set for peak trade
- Ensure all food is presented for service in a timely manner and in correct sequence
- Ensure that the storage of food meets company and statutory health and safety requirements
- Deal with any customer returned food in a timely manner

Delivers Club's Standards

- Implement and ensure the company Health & Safety Policy is met at all times – this includes the training of all kitchen staff
- Comply & implement all Health and Safety and Food Hygiene requirements
- Ensure temperature records and food labelling are maintained and up to date
- Ensure the kitchen is clean and hygienic, making sure cleaning rotas are adhered to and records kept
- Ensure all food is served to specification
- Ensure the kitchen uniform and personal hygiene requirements are adhered to
- Ensure the kitchen runs smoothly on a daily basis & is adequately stocked with all necessary goods

Personnel Skills

- Assist in the trailing and recruitment of kitchen team members in line with statutory requirements.
- Identify recruitment needs and assist in an agree action plan
- Assist in recruiting a team that meet & exceed customer service standards.
- Identify training needs and deliver training to drive sales and profits.
- Assist in the Performance review all kitchen staff on an ongoing basis.
- Ensure only company statutory paperwork / letters are used.
- Actively take part & assist Managers and chefs in training.

Special Note

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills to perform the role

Appearance, dress and general behaviour will be in keeping with the required standards of the Club.

No drinking of alcohol or smoking is allowed whilst on duty