

THE BISTRO QUARTERS JOB DESCRIPTION



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| JOB TITLE | Sous Chef | |
| LOCATION | Brunswick House, 499 Etruria Road, Newcastle-under-Lyme, Staffordshire ST4 6JR | |
| LINE MANAGER | Report directly to Managing Directors | |
| HOURS OF TRADING | Open 08:00 - 23:00. 7 days per week. | CONTRACTED HOURS A minimum of 50 hours per week. Shift rotation is 5 days out of 7. |
| HOLIDAY ALLOWANCE | 30 days paid holiday per annum, including all statutory and bank holidays. Reviewed each January and adjusted accordingly on a pro-rata basis for part-time hours. | |
| BENEFITS | Use of salon out of hours for authorised, complimentary staff treatments. Discount off food in the Bistro (excluding Saturdays, Sundays and after 6pm on Fridays). | |
| POSITION SUMMARY | <p>We at Beauty and the Bistro are looking for an enthusiastic, hard working Sous Chef for our XX capacity Bistro. As a Sous Chef you will report directly to the Executive Head Chef and will show a love and passion for food and developing skills.</p> <p>Responsibilities will include assisting the Executive Head Chef in executing the menu on a day to day basis; maintaining extremely high food hygiene standards, controlling stock and wastage and helping to run a smooth and efficient service.</p> | |
| PRIMARY RESPONSIBILITIES | | |
| Take responsibility for all aspects of health & safety and food hygiene | Maintain an assertive but respectful manner while dealing with all members of the kitchen and FOH staff | |
| Manage and control a kitchen through service when the Head Chef is not there | Ensure high quality service is delivered through each service | |
| Ensuring an extremely high standard of execution quality | Full understanding and practice of stock management, wastage control | |

| PERSONAL ATTRIBUTES | | |
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| | ESSENTIAL | DESIRED |
| QUALIFICATIONS & TRAINING | <ul style="list-style-type: none"> • Must hold certifications in Health & Safety and Food Hygiene • Trained to an extremely high standard in a fast paced environment | <ul style="list-style-type: none"> • Any of the following qualifications are advantageous: <ol style="list-style-type: none"> 1. City & Guilds diplomas in professional cookery 2. BTEC HND in professional cookery 3. A foundation degree in culinary arts |
| EXPERIENCE | <ul style="list-style-type: none"> • Minimum kitchen experience: 3 years • 2 to 3 years relevant experience • Three years experience in quantity food preparation and presentation, ideally in a fine dining environment. | <ul style="list-style-type: none"> • Ability to pick up tasks fast and efficiently • High Level Culinary Experience: 5 years • Experience within a 'fine dining' environment • Experience with an Italian menu including homemade pasta |
| QUALITIES & ATTITUDE | <ul style="list-style-type: none"> • A positive, enthusiastic and friendly attitude towards others within the team • A friendly, positive, caring attitude towards clients and colleagues • An effective communicator with excellent customer service skills and the ability to build effective relationships at all levels. • Excellent organisational skills • Copes well in a fast paced and stressful environment | <ul style="list-style-type: none"> • Excellent customer service skills • An eye for creative and innovative presentation • Excellent attention to detail |

| COMPETENCIES | |
|---------------------------------------|--|
| Strong organisational skills. | Strong people management skills, including customer service compliance, |
| Excellent interpersonal skills. | Competent multi tasker and enthusiastic to learn all elements of the business. |
| A conscientious approach to the role. | Customer service focus. |

| PREPARED BY | | | |
|----------------|-------------------|------------|------------------------|
| NAME | Jessica Tams | SIGNATURE: | DATE |
| | | | __ / __ / __ |
| POSITION/TITLE | Managing Director | | |
| RECEIVED ON | __ / __ / ____ | GIVEN TO | (NAME OF STAFF MEMBER) |

Please Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.