



## **JOB DESCRIPTION**

<b>Job Title:</b>	Sous Chef
<b>Reporting to:</b>	Head Chef
<b>Hours of work:</b>	35-40 hours per week (based on variable rota)
<b>Duration:</b>	Permanent

### **PURPOSE OF THE JOB**

Our Sous Chef will assist our Head Chef with the running of our kitchen and will help ensure that food is produced in accordance with Creative Gardens menus and food policies. Food must be produced to a very high standard with excellent presentation. We have a 5\* café style kitchen.

We are proud to make home style meals without adding preservatives and we have plans to expand our retail range which is sold in our shops.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Prepare food in accordance with Creative Gardens recipes, menus and food policies to ensure we achieve consistency between our 4 centres.
- Be aware and fully understand food allergies and intolerances.
- Follow through seasonal menu changes and recipes, maintaining the style of food our loyal customers are used to.
- Communicate effectively with other staff and to work well as part of a team or individually.
- Cover at any of our cafes sites. (paid travel time).
- Help ensure the kitchen team are attending to customer orders as promptly as possible and ensure food is served to customers in a minimum time.
- Help oversee stock rotation, make sure stock is fresh and used by its date, ordering food in line with Creative Gardens suppliers all while ensuring wastage is kept to a minimum.
- Assist in reporting equipment maintenance issues promptly.
- Assist with ensuring the kitchen procedures and records are maintained to the high standards required, in line with H&S procedures, HACCP plan and in accordance with Environmental Health requirements and legislation.
- Assist Head chef with training new and current staff members.
- Undertake future and refresher training as appropriate.
- Undertake any other reasonable catering duties such as working in and helping with our baking department etc.

*This job description is not to 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 the changing needs of the business.*

  
**PERSONNEL SPECIFICATION**

<b>ESSENTIAL CRITERIA</b>	
<b>E1.</b>	<b>Experience:</b> Has at least one-year relevant work experience.
<b>E2.</b>	<b>Availability:</b> Available to work 35-40 hours per week, on a rota basis, to include weekends.
<b>E3.</b>	<b>Procedures &amp; legislation:</b> Has good knowledge of environmental health procedures, HACCP and relevant written records.
<b>E4</b>	<b>Communication skills:</b> Proficient in both verbal and written communication facilitating clear and effective interaction with staff and management. Has excellent communication skills to help lead a team.
<b>E5.</b>	<b>Outlook:</b> Has a positive attitude and outlook for the business
<b>E6.</b>	<b>Adaptability:</b> Demonstrates the ability to adapt to changing circumstances as well as the ability to handle various responsibilities within a dynamic cafe setting. Be able to work well under pressure and manage your time effectively. To ensure you are achieving good service times, especially during peak times.
<b>E7.</b>	<b>Driving licence:</b> Holds relevant in date driving licence as will be required to travel to our other centres.
<b>E8.</b>	<b>Physical Mobility:</b> Capable of performing required tasks such as bending, stooping, lifting heavy objects, and standing for extended periods.
<b>E9.</b>	<b>Teamwork &amp; Leadership:</b> Capable of motivating a team effectively and leading the team in the absence of the Head chef, by setting clear expectations and fostering a positive work atmosphere.

<b>DESIRABLE CRITERIA</b>	
<b>D1.</b>	Holds two or more years' experience within a similar role and setting.
<b>D2.</b>	Hold an up-to-date Food Hygiene certificate.
<b>D3.</b>	Holds a relevant catering or cooking certificate or qualification.
<b>D4.</b>	Has experience of mentoring and coaching team members.
<b>D5.</b>	To have experience with food costings and menu development.



**ADDITIONAL INFORMATION**

**Closing Date:** See website for details. Applications received after the closing date and time will not be considered.

**Shortlisting:** Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. The Group reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

**Offer of employment:**

Please note any offer of employment is subject to, proof of eligibility to work in the UK, medical questionnaire, proof of valid driving licence and proof of any required qualifications.

**Reserve list:**

A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within six months of the completion of the recruitment exercise.

***Creative Gardens (NI) is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made on the basis of merit.***