

195 Piccadilly Job Description	
<b>Job Title:</b>	<b>Senior Sous Chef</b>
<b>Reports to:</b>	<b>Head Chef</b>
<b>Job Location:</b>	<b>Kitchen</b>
<b>Salary:</b>	<b>£40,000 + inclusion in tronc award scheme</b>

**Job Purpose:** The Senior Sous Chef is responsible for the smooth operation of the all the banqueting or club related kitchen duties, The Sous Chef works closely together with the Head Chef and to deputise when necessary.

**Key responsibilities:**

**Pre service**

- Run the operation of the restaurants and banqueting including the training of all new team member arrivals
- Develop training program and manual for all kitchen team members
- Set up control systems this will assure quality and portion consistency
- Create proper purchasing specifications
- Create operations manual and training tools to train all team members
- Check through each section and go through all Mis en Plas list to make sure that sections are being run efficiently

**Opening and post service**

- Check all Mis en Plas on sections so chefs are ready for the club menu or for functions on a day to day basis
- Direct all aspects of the banqueting kitchen operations and ensure the correct preparation and presentation of a consistent level for all food items prepared.
- Ensure highest guest satisfaction and outstanding quality of food delivered to all outlets at all times, ensure standards are implemented, followed, reviewed and constantly trained.
- Ensure that all dishes are of the highest standard and correct temperature
- Attend food tasting with Event Mangers and speak to clients where necessary
- Order commodities required for menu.
- Check function sheets and order food accordingly
- Check all deliveries of goods to ensure correct quality and quantity
- Report to Head chef of suppliers not providing correct service
- Supervise kitchen staff and give assistance in the preparation of dishes as per banqueting and restaurant menu
- Maintain cost and portion controls as well as daily stock checks
- Ensure operating and service costs are kept to a minimum
- Delegate and supervise cleaning duties in coordination with the cleaning schedules
- Prepare special menus in accordance with function bookings
- Maintain close co-operation between preparation staff and service staff
- Ensure Fire, Life and Safety policies are followed and implemented
- Complete and provide performance evaluations for all team members
- Hold regular meetings with the team as well as attend and participate in all required meetings.
- Treat employees at every level of responsibilities fairly and consistently to achieve high morale and minimum turnover.
- Maintain a consistently high level of employee morale, motivation and passion for food & beverage

- Coordinate with the Head Chef, front of house manager, Events Operations Manager any special functions regarding food preparation and presentation, including additional costs and staffing requirements.
- Communicate with the Head Chef on a regular basis the activities and result of the kitchen
- Manage par stocks, supply levels of operating equipment and order efficient and economically, control all equipment and materials
- Conduct daily communication meeting with staff prior to shift
- Manage, coach, and counsel colleagues, including disciplinary procedures
- Excellent knowledge of food products/dishes and their preparation methods
- Excellent reading, writing and oral proficiency in the English language.
- Experience in creating training concepts and execution of this

**Additional Responsibilities:**

- Recognise staff training needs
- Communicate all group information/changes to existing information to appropriate Kitchen colleagues in an accurate and timely manner
- Sound knowledge of Banqueting operations as well as quality & control, international experience in large banqueting, management and organisational skills
- Supervise the maintenance and cleanliness of all food preparation equipment.
- Ensure a safe working environment for people to work.
- Ensure all kitchen staff complies with Company fire, hygiene, and health and safety regulations (i.e temperature probing and food samples)
- Prevent the abuse and/or destruction of BAFTA property
- Examine all cooking equipment to ensure working performance and report any needed repairs
- Ensure Fire, Life and Safety policies are followed and implemented

This job description is a summary of the typical functions of the role, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, may form part of the role. BAFTA retains the right to change or assign other duties to this position.