## Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Junior Sous Chef</th>
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<tbody>
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<td>Reports to:</td>
<td>Sous Chef</td>
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<td>Job Location:</td>
<td>Central London</td>
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<tr>
<td>Start Date:</td>
<td>July 2022</td>
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<tr>
<td>Salary</td>
<td>£30,000 plus inclusion in awards scheme</td>
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<td>Contract Type:</td>
<td>Full time permanent fully flexible - you will work a variety of shifts, on any 5 days, based on a 45-hour week across 7 days each week</td>
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### About BAFTA 195 Piccadilly

195 Piccadilly is BAFTA’s headquarters; our venue allows BAFTA to; double its year-round charitable work to find and support new talent across film, games and television; offer essential support to the industry; and ensure that careers in film, games and television are open to all. It will also generate additional income which will be used to expand our learning programmes throughout the UK and globally.

We have just undergone an extensive refurbishment programme and our new and increased space will enable BAFTA to support over 80,000 people to develop a career in the creative industries each year.

Here’s a quote from HRH The Duke of Cambridge KG, President of BAFTA:

“I am a passionate supporter of BAFTA and I couldn’t be more proud of its ambitious plans to dramatically increase the support for new talent over the coming years.”

**AN OUTSTANDING VENUE IN EVERY WAY**

### Job purpose

The Junior Sous Chef is responsible for the smooth operation of the all the banqueting and club related kitchen duties. The Junior Sous Chef works closely together with the Exec Chef and to deputise when necessary.

### Duties and Responsibilities:

- Assist the operation of the restaurants and banqueting including the training of all new team member arrivals
- Maintain training program and manual for all kitchen team members
- Maintain control systems this will assure quality and portion consistency
- Maintain proper purchasing specifications
- Maintain 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 mise en place 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.
- 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 Exec 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 Exec Chef, Bar Manager, Events Manager and the Events Operations Manager any special functions regarding food preparation and presentation, including additional costs and staffing requirements.
- Communicate with the Exec 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.

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 damage to 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.
- Assist Exec Chef and Sous Chef in on-the-job training of Hazard Analysis and Critical Control Points (HACCP) and Control of Substances Hazardous to Health (COSHH).
Ideally you will have

- A successful track record of managing teams
- 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
- A passion for creating dishes with fresh ingredients and sharing this knowledge with the team

Ideally you will be:

- A Chef with a proven professional background in the hospitality and events industry.

ABOUT BAFTA

BAFTA is a leading global charitable institution focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

BAFTA’s Vision:
We inspire new and unheard voices to become the future of the Film, Games and Television industries, we support talented people from all backgrounds to help them achieve their potential, we advocate progressive industry and cultural change, and we amplify and celebrate excellence across the screen industries.

BAFTA’s aims: to champion the art and the craft, champion talent and champion the industry environment by:
- identifying and celebrating industry practice deemed exceptional by peer review, thereby elevating the art and craft of film, games and TV;
- providing talent with recognition, inspiration, access and long term support, in particular those under-represented and underprivileged in society;
- enabling a positive and inclusive environment, for an accessible, sustainable and connected industry.

DIVERSITY MONITORING

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. Please take the time to fill out our Diversity Monitoring Survey. All the information you provide will be anonymous and is not considered with your application.