

Job Title:	Sous Chef
Base:	Heacham Manor Hotel
Reporting to:	Head Chef
Job Purpose:	<p>The postholder will be required to work with the Senior Sous Chef to ensure the efficient and organised running of the Kitchen.</p> <p>Although this post is not entirely customer facing the postholder must understand that good customer service is also in ensuring Back of House tasks and services are completed efficiently and to a high standard. As such the postholder will assist the Senior Sous Chef in managing the day-to-day kitchen operations whilst maintaining standards, procedures, quality, and profitability and ensuring our 5* food hygiene rating is always maintained, together with a minimum of 1 Rosette award for the Mulberry Restaurant.</p> <p>The key focus of all departments is maintaining excellent customer service and care whilst managing health and safety within the workplace.</p> <p>You will support the Company's mission and objectives through ensuring the Back of House Food & Beverage Teams compliance to Policies and Procedures.</p>
Key Responsibilities:	<ul style="list-style-type: none"> Assume a supporting role to Senior Sous Chef in the smooth running of the kitchen and the implementation and on-going improvement of standards and profitability, manage the daily kitchen operations efficiently and effectively. Preparing and plating meals for breakfast, lunch, and dinner service. Monitor employees to ensure adhere to uniform standards. In the absence of the Senior Sous Chef ensure monthly stock takes are completed and monitored. Work within departmental budgets to ensure the kitchen team achieves the company target GP%. Ensure standards of cleaning are consistently excellent, including night cleaning and all daily, weekly, and monthly tasks are completed and recorded. Ensure food safety and health & safety procedures are always adhered to, across the outlets, in accordance with the Safer Food Better Business Manual. Ensure that all start and end of shift procedures, including cleaning are adhered to, to ensure the kitchen is ready for service, and set up as detailed in Procedures. Maintain a clean and tidy work area at all times Assist in dealing with customer queries and problems promptly and efficiently. Ensure stock rotation procedures are adhered to. Ensure that wastage is kept to a minimum. Ensure that purchases are recorded and monitored effectively, and all relevant procedures and policies are adhered to, including signing all delivery invoices to check inventory and temperatures before accepting. Ensure all correct paperwork is completed on time and to the required standards. Report any maintenance issues and requirements of new equipment to manager. Complete all checks and calibration on kitchen equipment as advised by the Head Chef. Provide input to menus and feedback for the new season's menu. Work within the Company's Health and Safety guidelines to maintain and monitor a safe and secure environment for the welfare of our visitors and staff. To follow the relevant Company and Department Procedures and adhere to all Food Hygiene and Health & Safety requirements.

	<ul style="list-style-type: none"> • Comply with all regulations and policies such as Data Protection Act, Health & Safety and Safeguarding. • To complete any in-house training as required and participate in team meetings. • To act as an ambassador for the business and ensure that the Company is promoted externally on all occasions. • Support the company's mission and objectives through compliance to Policies and Procedures. • To perform any other duties as required.
Key Relationships:	<ul style="list-style-type: none"> • F&B Operations Manager • Deputy F&B Manager • Senior Sous Chef • Head Chef • Kitchen Team including Chef de Partie, Commis Chef & Kitchen Porter
Education, Training & Experience:	<ul style="list-style-type: none"> • Food Hygiene & Safety Certificate Level 2. • Previous Commis or Chef de Partie experience • Experience of achieving food cost targets and GP% • Good knowledge of fresh food and mid to high volume operations • Teamwork skills and the ability to act as the public face of the business • Computer literate with proficiency in Microsoft Office.
Disposition & requirements:	<ul style="list-style-type: none"> • Full valid Driving Licence for UK (Desirable) • Flexible Schedule, for Working hours • Maintain a professional standard of work attire • Excellent customer service and good communication skills • Attention to detail • Awareness of standards of cleanliness • Reliable and organised • Enthusiastic and Energetic Team Player • Strong Work Ethic • Good Timekeeping Skills
Hours of Work:	As detailed in contract to include weekends and bank holidays. Some shifts may be split shifts.

For more information or to APPLY, please email recruitment@searles.co.uk or call us on 01485 536022