Birkbeck
UNIVERSITY OF LONDON

JOB DESCRIPTION AND PERSON SPECIFICATION



JOB DESCRIPTION

Job title: Sous Chef

Reports to: Head Chef

Responsible for: deputising for the head chef when not present in all areas of kitchen due diligence, food production, ordering and team leading.

Grade: 5

PURPOSE OF THE JOB

To assist with and deputise for the head chef with the kitchen management, food preparation, correct cooking volumes, display of and service of all food and beverages to the agreed standards. The role holder will report directly into the Head Chef and be a key team member in the effective running of the food and beverage service on a day-to-day basis. This post will also deputise for the head chef with the relevant training and senior team guidance and support while taking the lead on junior management tasks, financial admin, budgeting responsibilities and effective due diligence control concerning all areas of the front and back of house kitchen operations.

MAIN DUTIES

Duties and indicative time	%
In conjunction with the head chef, oversee day to day management of the junior kitchen team members (3 total), communicating time frames for and volumes of food production, quality control and ensuring the correct safety procedures are adhered to in all areas of food production and service.	40
To develop and lead the junior kitchen team members, ensuring the right tasks are delegated and training is given contributing to team development.	10
To continually contribute to the improvement of quality, presentation and service delivery of our departments food and beverage offer.	10
Support the head chef with the smooth running of the kitchen operation, ensuring good communication between all team members and as directed by the Head Chef. Working from personal initiative, communicate the need for food orders, receive and store food items in line with food safety procedures, rotate stock and limit waste wherever possible.	10
Ensure good communication is in place with regards to wastage and production controls. Proactively seek sales and wastage data from all sources available to accurately guide the kitchen planning and ordering.	20

Carrying out all necessary tasks and responsibilities that ensure food production is carried out to agreed standards, volumes and that all due diligence is adhered to in the Heads Chef's planned and ad hoc absence. This includes all retail and hospitality food offers.	10

Please note that this job description reflects the core activities of the role and as the University and the post holder develops there will inevitably be changes in the emphasis of duties. It is expected that the post holder will recognise this and adopt a flexible approach to work and to participate in training.

WORKING RELATIONSHIPS AND CONTACTS

This role will work directly underneath the Head Chef and be responsible for the junior team members in conjunction with the senior food and beverage team. Currently this consists of 2 kitchen porters but there are proposals for additional full time kitchen team members.

DIMENSIONS

The reporting lines will consist of the Head Chef, along with support available from the senior food and beverage team. The role will have constant communication with the four supervisors.

This role will assist in and occasionally deputise fully for the Head Chef in the safe, sustainable and profitable delivery of the food offer across those outlets, assist in financial responsibilities, operational assessment and reporting to the Head Chef and management on operational improvements with ideas on offer quality, wastage reduction, HACCP/food safety, team wellbeing, student experience and supplier interaction e.g. food delivery shortages or quality issues.

This role will require a mixture of following departmental procedures and systems while being able to effectively troubleshoot minor and local issues with experience led decision making.

GENERAL RESPONSIBILITIES – Universal to all Birkbeck roles

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with Birkbeck's data protection policies, and relevant current data protection legislation.
- To undertake such other duties as may be reasonably expected.

PERSON SPECIFICATION

Candidates will be able to demonstrate the following:

KNOWLEDGE	**E or D**
Knowledge of high-volume food production in a commercial catering and hospitality environment with some team leading and task managing experience	E
Knowledge of product purchasing systems (ideally procure wizard), stock control and GP control plus HACCP and safe working practises for a catering environment	E
Experience in leading staff on day-to-day tasks and operational delivery as dictated by the head chef	E
Experience in food innovation and implementation of new offers	D
Experience in measured and positive conflict resolution	D
TECHNICAL AND/OR WORK-BASED SKILLS	
A positive work ethic and a willingness to learn and develop in a busy kitchen environment	E
The skills and passion to bring new ideas and develop the current food offer alongside all members of the kitchen team	D
Demonstrate sector relevant skillset at sous chef level	E
GENERAL SKILLS AND ATTRIBUTES	
Computer literate and competent in the use of Microsoft office applications, email, food ordering programmes and online HACCP systems	E
The ability to advise on and contribute to the planning of kitchen production priorities and time management	E
EXPERIENCE	
Experience at senior CDP or Sous chef level in the higher education sector or similar	E
Relevant practical experience in the production of high-quality international cuisine, kitchen leadership and commercial due diligence practises	E
QUALIFICATIONS	
City & Guilds diploma in professional cookery or relevant vocational experience	D
Level 3 Food Hygiene Certificate	E
In house or external Health & Safety Certification	D
In house or external training qualification on the new allergens and procedures including knowledge of prepacked food labelling practises	E

E = Essential / D = Desirable

FURTHER INFORMATION

Salary: Grade 5
£35,524 rising to £39,761 per annum.

The salary, as shown above, is on the College's London pay scale, which includes a consolidated weighting/allowance, which applies only to staff whose normal contractual place of work is in the Greater London area.

Hours:
35 hours per week

Working pattern:

5/7 days- predominantly Monday to Friday, 7.5 hours per day, and includes some weekends.

Probation period:
6 months

Duration of post:
Open-ended

HOW TO APPLY

Closing date:

Thursday 19 November.

Interview arrangements:
Thursday 26 November.
The selection process will involve:

- A panel interview
- A craft based skills assessment

Start date: To be confirmed following interview.

To apply for this position please go to our online recruitment portal.

Please ensure your application includes full details of your employment history, education and qualifications, and recent development. For some roles, this will be collected in the application form, for others you will be asked to include this in a professional CV, which can be uploaded.

If you would like to know more about the role, please contact Alex Marcia, Head Chef ,at a.marcia@bbk.ac.uk.

RIGHT TO WORK IN THE UK

This post is not eligible for sponsorship. Successful applicants will need to demonstrate their right to work in the UK via another means.

HELP AND ASSISTANCE

If you are having difficulties accessing the recruitment portal, please email jobs@bbk.ac.uk.

OUR COMMITMENT TO EQUALITY AND DIVERSITY

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner. The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the 'positive about disability' Disability Confident scheme and will interview all candidates who both declare a disability within the meaning of the Equality Act 2010 and meet the minimum essential criteria for the post, subject to any limits on the overall number of interviews.

Birkbeck is a member of Advance HE, holds an institutional Bronze level Athena SWAN award, is a Mindful Employers Charter signatory and subscribes to Stonewall's Diversity Champions.