

Job Description

Department: Culinary

Designation: Jr. Sous Chef

Reports To: Sous Chef/ Executive nominated by the Management on this behalf

Prime Function

- ✓ Ensure food philosophy is maintained with a standardised product.
- ✓ Maintain cost effectiveness by maintaining profitability in all areas.
- ✓ Constantly evaluate systems to facilitate improvement where possible.
- ✓ Ensure HACCP procedures are followed and clear records are kept at all times.
- ✓ Ensure the highest standard in preparation of food production and delivery.
- ✓ Exceed guest expectations in quality and service of food products.

Key Responsibilities

Food & Beverage Production Planning

- ✓ Follows guidelines laid by the Executive Chef on menu plan and design.

People Management

- ✓ Manage staff in each section as assigned by the Executive Chef to ensure the proper use of equipment and efficient completion of all tasks.
- ✓ Monitor grooming and personal hygiene of staff to ensure standards are maintained to the highest level.
- ✓ Liaise with the Catering and Stewarding Departments in a professional manner to ensure event objectives are achieved and standards are maintained at all times.

Financial Management

- ✓ Oversee the stock take and stock rotation for the assigned section.

- ✓ Monitor the operation to ensure that food wastage is minimised and to maintain cost effectiveness and profitability in all areas.

Operations Management

- ✓ Check all equipment prior to service where applicable.
- ✓ Distribute work schedules in appropriate sections of the Kitchen and delegate work to ensure deadlines assigned by Senior Management are met.
- ✓ Liaise with outlet Managers to facilitate service delivery and ensure standards are maintained.
- ✓ Monitor the presentation of food to ensure it complies with company standards and guidelines as per prescribed recipes.
- ✓ Record all recipes and update the manual as required to ensure the Kitchen has comprehensive information at all times.
- ✓ Oversee all front of house food set ups to ensure they are as per guidelines set by the Executive Chef.
- ✓ Organise rosters for casual, agency and section staff as per guidelines set by the Executive Chef.
- ✓ Promote an environment of team work to facilitate the achievement of department and ACCOR objectives.
- ✓ Monitor quantity and quality of food products for the assigned section to ensure compliance with ACCOR standards.
- ✓ Evaluate systems and procedures to facilitate continuous improvement in the delivery of products and services.
- ✓ Monitor the operation of the Kitchen to ensure HACCP procedures are followed and clear records are kept at all times.
- ✓ Training; coordinates with the training manager, ensure new joiners are inducted with proper departmental orientation, explain tasks, and ensure that existing team members are empowered with new skills and wherever possible multi-skilling is done on merit. maintains relevant documentation for training needs and completion of sessions.
- ✓ Counselling, every team member performance needs to be evaluated on a periodic basis and follow standard procedure laid down by the management. Motivate and encourage slow learners to enable brisk and efficient delivery of tasks. Conducts individual appraisals, understands need for motivation, growth and retention of team members.

Hygiene / Personal safety / Environment:

- ✓ Ensures that the workplace and storage areas remain clean and tidy, and the safety of consumable goods by always respecting HACCP regulations

- ✓ Respects the instructions and safety guidelines for the equipment (s)he uses
- ✓ Applies the hotel's security regulations (in case of fire etc)
- ✓ Applies the ISO 9001 quality certification requirements that impact his/her role
- ✓ Respects the hotel's commitments to the "Environment Charter" (saving energy, recycling, sorting waste etc) and meets Ibis' ISO 14001 environmental commitments as applicable to the role, if the hotel is involved in the programme.

Key Contacts

<i>Liaises With</i>	<i>Responsible For (as assigned)</i>
Food & Beverage –Production team Food & Beverage –Service team All HOD’s	Chef de Partie Demi Chef de partie Commis Chef Apprentice Chef Trainee Chef Kitchen Casuals

Occupational Health & Safety

Employee Responsibility

All employees are required to co-operate with the OHS Policy and Programs to ensure their own health and safety, and the health and safety of others, in the workplace.

Management’s Responsibility

Each manager is responsible, and will be held accountable for taking all practical measures to ensure:

- That in the area of their control the OHS Program is complied with and employees are supervised and trained to meet their requirements under the Program.
- Employees are consulted in issues which affect their health and safety, and any concerns that they may have are referred to management.

Replacement and Temporary Mission:



Job Description: Jr. Sous Chef

Be ready and responsible for any job, which may be assigned by the Management.

This job description is not intended to be an exhaustive list of all responsibilities skill, effort or working condition associates with the position. It is only indicative and intended to provide a description of the principle elements essential for the performance of the job. All job descriptions are subject to change.