

## POSITION DESCRIPTION

**Position:** Sous Chef

**Department:** C&E Production (Kitchen)

**Reports to:** Executive Chef

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### Objectives

The Sous Chef assists the Executive Chef in overseeing the entire kitchen operation with a view to achieving the highest possible standards of food production at the correct budgeted costs.

### Responsibilities

#### Leadership & People Management

- Supervise all kitchen staff and kitchen hands.
- Assign specific duties to outlets.
- Recommend staff recruitment, transfers and disciplinary matters to the Executive Chef.
- Ensure discipline in all kitchen areas, leading by example.
- Brief Chefs and Cooks daily regarding operational and personnel matters.
- Ensure hygiene and appearance standards of all kitchen personnel are maintained.
- Attend meetings and training sessions as directed.

#### Training & Development

- Ensure appropriate training is carried out for all kitchen staff.
- Plan and conduct kitchen training programs.
- Train staff with the assistance of the Executive Chef.

#### Kitchen Operations & Food Production

- Supervise all aspects of food production and presentation to ensure established standards are maintained.
- Constantly monitor chefs' performance in cooking and preparation techniques, including taste and presentation.
- Oversee the use of equipment and utensils to ensure correct cooking and preparation techniques.
- Assist with buffet set-ups and special theme events, contributing new ideas to enhance business outcomes.
- Ensure operational "touches" and standards are consistently adhered to.

#### Food Safety, Hygiene & Compliance

- Ensure standards of hygiene and sanitation in the kitchen are maintained at all times.
- Ensure correct food storage and handling procedures are followed.
- Supervise kitchen hands in relation to cleaning procedures.
- Maintain awareness of fire, safety and security procedures.

### **Stock Control & Cost Management**

- Ensure market lists, schedules, transfer forms and requisitions are accurately completed in line with operational needs and business trends.
- Minimise food wastage and spoilage through continuous monitoring.
- Maintain awareness of new products, seasonal availability and market pricing.

### **Menu Development & Innovation**

- Participate in the creation of new dishes to maintain customer interest.
- Contribute ideas for menu development, buffets and themed events.

### **Person Specification/Skills/Qualifications**

- Exceptional leadership skills
- Ability to work autonomously
- Excellent Communication skills
- Possess good interpersonal skills and ability to work in a team environment
- Work well under pressure
- Have initiative and be self-motivated
- Have an in-depth understanding of Food and Beverage Operations

### **Work Health Safety & Wellbeing**

- All Supervising staff are required to implement and maintain the NWC's WHS Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards.
- All other staff will assist the NWC to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.
- Where appropriate, staff will initiate and participate in worksite inspections, incident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.
- Staff will also inform the NWC of any unsafe working practices or hazardous working conditions
- The NWC is committed to providing a safe, respectful, and inclusive workplace and ensuring it is free from workplace harassment, bullying and sexual harassment. Harassment in any form will not be tolerated. The NWC takes proactive steps to identify and eliminate risks of harassment through education, clear policies, risk management, leadership accountability, and by promoting a culture of respect

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_