

Sous Chef: Job Description & Person Specification

Post Title:	Sous Chef
Responsible to:	Head Chef
Key contacts:	Bar & Catering Manager, all other staff and volunteers, external suppliers and customers

Introduction

The Stables is one of the UK's leading music organisations attracting diverse audiences for more than 400 events each year. It also delivers over 250 learning & participation sessions and plays host to many national conferences as well as producing the biennial IF: Milton Keynes International Festival. Since 2007, the venue has offered a popular pre-show dining menu along in the informal café bar setting of our second performance space, Stage 2.

Job Summary

This full-time position would suit someone with experience at Chef de Partie or possibly Junior Chef de Partie level, who is looking for a role with greater involvement in the day-to-day running of a small but busy catering operation. There is an opportunity for training to enable the right candidate to fulfil the role successfully. Typical hours of work will be 12.30pm – 9.00pm over 5 days out of 7, including weekends on a rota basis. A considerable degree of flexibility is required in order to meet business needs.

N.B. This Job Description is designed to give you an overall view of the job and is not a definitive list of tasks.

Principal Responsibilities

1. To adhere to the rules and best practice of Hygiene, Health and Safety, maintaining a clean and tidy workplace at all times in compliance with all current legislation relevant to the Food and Catering industry
2. Preparation and cooking of dishes for service to consistently high standards as determined by the Head Chef
3. Supervision and on the job training of other relief chefs or kitchen assistants / helpers
4. To place orders with suppliers as required ensuring stock is kept to the optimum level to meet expected business needs
5. To check-in deliveries ensuring correct items and quantities are delivered and delivery temperatures are recorded. To report any discrepancies or quality issues to the Head Chef and / or contact the supplier to rectify any problems arising

6. To support the Head Chef in menu planning, monitoring and sourcing suppliers, creating recipes, costings etc, ensuring the operation is run cost effectively and meets relevant targets.
7. To communicate effectively with customers, staff and volunteers maintaining a polite and helpful manner at all times.
8. To provide support and assistance to key staff and volunteers as required
9. To undertake any other duties or training as required that are commensurate with the general level of responsibility for this post

Required Knowledge and Experience

Criteria	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> • General Secondary Education to GCSE level • Basic Food Hygiene Certificate – Level 2 • City & Guilds Level 2 or equivalent 	<ul style="list-style-type: none"> • Good passes at GSCE level or equivalent experience • Food Hygiene Certificate – Level 3 • City & Guilds Level 3
Job Related Experience	<ul style="list-style-type: none"> • Practical experience of working in a busy café, restaurant or pub kitchen environment 	<ul style="list-style-type: none"> • Experience of supervising other staff • Experience of working with volunteers
Personal Qualities	<ul style="list-style-type: none"> • Self motivated with a willingness to learn and progress in career • Ability to work as part of a team and on own initiative under pressure • Ability to lift and move equipment and supplies. • Able to communicate effectively with other staff and customers • Positive and pleasant personality 	
Other	<ul style="list-style-type: none"> • Willing to undergo training • Flexible – evening and weekend work will be required and hours will vary according to business needs 	<ul style="list-style-type: none"> • Current driving licence and own transport • First Aid Certificate

Key Terms and Conditions

- The Sous Chef will work in Milton Keynes. The Stables is based in rural Wavendon, Milton Keynes, and the Festival takes place in and around central Milton Keynes.
- The post is offered on a full-time basis with flexible annualised hours, and will involve working outside of normal office hours to accommodate the needs of the role. Typical hours of work will be 12.30pm – 9pm over 5 days out of 7, including weekends on a rota basis. A considerable degree of flexibility is required to meet the needs of the business.
- The post is subject to a 6 month probationary period. Upon successful completion of the probationary period it will be a permanent position and the post-holder will be able to join The Stables stakeholder pension scheme, to which the Stables Theatre Ltd will match contributions up to 3%, and will be eligible for bonus pay awards under the terms of the company's performance related pay scheme.
- The salary is circa £22,000 per annum, dependent on experience.
- Full terms and conditions will be made available on offer of appointment.

Application Process

Applicants are asked to complete The Stables application form which can be downloaded from The Stables website www.stables.org or obtained from Lorraine.hack@stables.org. If you would like an informal chat in advance of the application please contact Eamonn Byrne, Head of Operations on 01908 280819.

Completed applications should be returned **by 12 noon on Friday 8 February 2019** to Lorraine.hack@stables.org or by mail to Lorraine Hack, The Stables Theatre Ltd, Stockwell Lane, Wavendon, Milton Keynes, MK17 8LU

The Stables is an equal opportunities employer. We would be grateful if you can also complete and return our Equal Opportunities Monitoring form.



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