

## ***Job Description***

<b>Job Title:</b>	SOUS CHEF
<b>Responsible to:</b>	OPERATIONS DIRECTOR (CLARENDON & NWK)
<b>Reports to:</b>	HEAD CHEF
<b>Location:</b>	CLARENDON ROYAL COMMUNITY

### **Job Description:**

#### **Job Purpose**

To assist the Head Chef, and work alongside the Catering team, to provide meals in the Clarendon Royal Community restaurant, meals for inhouse customers, as well as events and functions, and offer support with the delivered meals services for our clients in the community.

#### **Budget Responsibilities**

To work within the organisations delegated authorities for expenditure and follow the guidance of the organisations financial policies relating to cash handling and finance administration.  
Responsible for the food purchases budget and kitchen equipment renewals and replacement budget, in conjunction with the line manager.

#### **Key Responsibilities**

- To support the Head Chef and the catering team to provide meals for direct and indirect services.
- To lead in the creation and review of the restaurants menu, including the café lunch menu and good prepared for sale in the café, delivered meals menu and the provision of meals to inhouse customers.

- To effectively consider and raise awareness of the sensitivities of food allergies in production of the menu, and labelling of in house produced goods
- To source locally available fresh ingredients to ensure high quality food is offered throughout the catering services and maintain costs within budget.
- To always maintain a clean working environment, assisting with washing up where required.
- To create a catering team rota to ensure appropriate and adequate cover is in place for the catering team, across all areas of operation, and that all meal services are fully staffed and prepped accordingly.
- To provide food as required for functions booked within the community, including major events and commercial bookings, lunches, buffets and evening meals.
- To effectively source sufficient agency staff when extra staffing is required for particular function or cover is needed for staff leave or sickness periods, ensuring the smooth running of the catering service.
- To carry out other reasonable tasks as set by the Group CEO from time to time in line with the spirit of the role description.

*The areas covered in the Job Description are intended to provide an overall context to the role, and is not designed to be an exhaustive list of tasks.*

## **Communication and working relationships**

### **Internal**

- Head Chef
- Catering team
- Operations Director (CRC and NWK)
- Operational managers
- Operational staff
- Volunteers

- Administration / corporate services staff
- Service Users and Families

### **External**

- Visiting General Public
- CRC residents
- Other stakeholders
- Age UK Kent Rivers colleagues
- Like organisations

### **Performance Review**

Personal Performance will be assessed annually.

Personal development plan or training will be agreed with the Group CEO.

### **General**

All employees are subject to the requirements of the Health and Safety at Work Act. The post holder is required to ensure, as an employee that their work methods do not endanger themselves or others.

All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality in respect of Service Users, Staff information and records at all times.

All employees must comply with the organisations Equality and Diversity Policy.

Age UK Kent Rivers aims to maintain the goodwill and confidence of its own staff, Service Users and the public. To achieve this objective, it is essential that employees carry out their duties in a professional, courteous and empathetic manner.

Age UK Kent Rivers maintains the right to amend the Job Description in consultation with the post holder. Any agreed changes will be notified in writing.