

# Job Description

**Job title:** Sous Chef/ Kitchen Supervisor

**Department:** St Michael's Mount

**Line management responsibilities:** Kitchen/Catering assistants/KP

**Reports to:** Head Chef/ F&B Manager

Principal purpose of role	<ul style="list-style-type: none"> <li>As a member of the Island Cafe catering team contribute to the provision of quality service and maintain the high standards required by St Aubyn estates.</li> </ul>
Area of responsibility/tasks	<ul style="list-style-type: none"> <li>Assist the Head chef in menu planning- maximising gross profit, minimising wastage and using local, seasonal produce wherever possible.</li> <li>Supervise the Island Café kitchen on a day to day basis ensuring each shift runs smoothly</li> <li>Prepare dishes to the standard recipes provided in order to ensure consistency.</li> <li>To be responsible for ordering, stock checking and rotating all food</li> <li>Maintain high standards of presentation and display.</li> </ul> <p><b>Assistance with increasing sales</b></p> <ul style="list-style-type: none"> <li>To be aware of your individual outlets performance, and the role the chef plays in increasing sales</li> <li>To be aware of our external and internal customers</li> </ul> <p><b>Food Safety</b></p> <ul style="list-style-type: none"> <li>To maintain the kitchens to a high standard</li> <li>To attend food hygiene training</li> <li>To assist the Senior Chef/Supervisor with inspections and checks</li> <li>Adhere to the Island Cafe restaurant food safety policy.</li> <li>Responsible for recording and delivering the 'Safer Food Better Business' folder and following all health and safety procedures</li> </ul>
Customer service	<ul style="list-style-type: none"> <li>Provide a great service to all our external and internal customers.</li> <li>Be smart, polite and helpful at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of all the activities offered on the Mount and be able to answer broader questions (or know who to ask).</li> </ul>
Health and safety	<ul style="list-style-type: none"> <li>• Follow safe working practices.</li> <li>• Be aware of emergency and first aid procedures.</li> <li>• Be vigilant for hazards and report them.</li> <li>• Attend all necessary training courses.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• ‘Maintain radio/pager/telephone contact while on duty.’</li> </ul>
Vision and values	<ul style="list-style-type: none"> <li>• Understand and demonstrate the behaviours that underpin our values.</li> <li>• Be aware of the role of you and your team in achieving our vision and objectives.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Any other tasks which are reasonably requested, for the better performance of your duties or for the achievement of our vision.</li> </ul>