

## ROLE BRIEF

<b>Department:</b>	<b>Catering</b>
<b>Job Title:</b>	<b>Sous Chef</b>
<b>Responsible To:</b>	<b>Head Chef</b>
<b>Location:</b>	<b>The McIndoe Centre/The Horder Centre</b>
<b>Key Duties:</b>	<p>To support the Corporate Catering Manager and Head Chef by ensuring excellent standards in the Catering service provided to patients, staff &amp; visitors by producing attractive, nutritious meals daily.</p> <p>To work closely with the Hotel Services Supervisor and all other departments particularly the Ward to ensure an effective, seamless service is provide for all</p> <p>To ensure <i>The General Food Hygiene (Amendment) (EU EXIT) Regulations (Brine, 2019)</i> and <i>The General Food Regulations 2004</i> are controlled and maintained.</p> <p>To work closely with the back of house and front of house teams to ensure all allergenic information is communicated and understood on a daily basis as per procedure outlined in the Catering Manual.</p>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>• The Sous Chef is responsible for the production of patient and staff meals and buffet production.</li> <li>• To ensure adequate stocks of disposable supplies are maintained within the department.</li> <li>• The Sous Chef has responsibility for the day-to-day fire safety and any fire training requirements within their respective areas and ensuring compliance with this policy and the relevant fire action plans.</li> <li>• The Sous Chef is to ensure that he/she stays up to date with risk assessment training in order to maintain a safe working environment for colleagues and visitors within the department.</li> <li>• To Deputise in Head Chefs absence by being responsible for the day to day operational management of the kitchen, the dining room and associated areas, i.e. kitchen stores. As Sous Chef it is his/ her responsibility to take overall leadership in the Head Chefs absence of the kitchen and supervision of staff in all aspects of food management, from goods receipt, storage, preparation, production and service in line with the Food Safety regulations.</li> <li>• To work alongside the Head Chef to ensure all formal cleaning schedules and the monitoring procedures within the Catering Department are appropriately recorded and aid in the enforcement of</li> </ul>

	<p>the upkeep of COSHH data.</p> <ul style="list-style-type: none"> <li>• To work within all appropriate legislative regulations for example, Health &amp; Safety at Work &amp; Food safety regulations etc.</li> <li>• To supervise the work of all Catering staff to ensure an efficient service.</li> <li>• Aid in the production of accurate and regular records in accordance to the Assured Safe Catering system with regard to providing due diligence of all items received, stored, cooked and served throughout the Hospital</li> <li>• To encourage the catering staff to team meetings and act as a conduit for other colleagues when raising concerns and issues in order to develop a harmonious and well-informed team.</li> <li>• Identify training needs of kitchen staff and inform The Head Chef to ensure that staff get the opportunity to receive appropriate training.</li> <li>• Take responsibility for the health, safety and welfare of staff under your control and those visiting the Department ensuring that the environment is, as far as is reasonable practicable, safe for the purpose in which it is being used for.</li> <li>• To develop and maintain a good working relationship with other departments.</li> <li>• To ensure Catering staff are correctly dressed and well-presented and that uniforms are maintained/replaced as necessary.</li> <li>• To be adaptable and flexible to cope with changing situations or emergencies.</li> <li>• Ensure that energy, equipment and buildings used by the kitchen staff are used in the correct, safe and economical manner and in accordance with Catering policies and legislation.</li> <li>• To ensure that, in the Head Chefs absence, any customer complaints are dealt with promptly and that the Corporate Catering Manager is informed of outcomes.</li> </ul>
<p><b>Key Knowledge, Skills and Experience:</b></p>	<p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>• City &amp; Guilds 706 Level 2, NVQ Level 3 or equivalent</li> <li>• C.I.E.H. Level 2 Food Safety Certificate</li> <li>• Experience in staff supervision of catering services</li> <li>• Ability to produce menus / special diets and accurate dead lines</li> <li>• Supplies ordering</li> <li>• Computer literate</li> </ul>

	<ul style="list-style-type: none"> <li>• Good administration skills</li> <li>• Good communication skills</li> <li>• Must be reliable and flexible to the needs of the department</li> <li>• Customer orientated</li> <li>• Enhanced DBS check</li> </ul> <p><b>Nice to Haves</b></p> <ul style="list-style-type: none"> <li>• NVQ level 2 customer care.</li> <li>• C.I.E.H. Level 2 Health &amp; Safety Certificate</li> <li>• I.L.M or N.E.B.S.S Certificate or equivalent</li> <li>• C.I.E.H. Level 3 Food Safety Certificate</li> <li>• C.I.E.H. Level 3 Health &amp; Safety Certificate</li> <li>• C.I.E.H Professional Trainer Certificate</li> </ul>
<p><b>Health and Safety:</b></p>	<p><b>The Health Act 2008</b> Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<p><b>Equal Opportunities</b></p>	<p>Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependents, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<p><b>Confidentiality</b></p>	<p>You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>

<b>Safeguarding</b>	You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
<b>People Managers</b>	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>
<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>