



Job Title: Sous Chef
 Department: Catering
 Location: The Horder Centre/The McIndoe Centre
 Reporting Manager: Head Chef

<p>Job Summary</p>	<p>At Horder Healthcare, we believe that food plays a vital role in recovery, wellbeing, and experience. As a Sous Chef, you'll be part of a passionate catering team delivering fresh, nutritious meals to patients, staff, and visitors at The Horder Centre and The McIndoe Centre. Working closely with the Head Chef and Corporate Catering Manager, you'll help lead the kitchen, ensuring high standards of food safety, presentation, and service. This is a hands-on role where your creativity and leadership will shine—whether you're preparing special diets, managing supplies, or deputising in the Head Chef's absence. You'll also play a key part in maintaining compliance with food hygiene regulations and supporting a collaborative, respectful team culture.</p>
<p>Key Duties Accountabilities</p>	<ul style="list-style-type: none"> ▪ Support the Corporate Catering Manager and Head Chef in delivering high standards of catering service. ▪ Produce attractive, nutritious meals daily for patients, staff, and visitors. ▪ Collaborate with the Hotel Services Supervisor and ward teams to ensure seamless service. ▪ Ensure compliance with The General Food Hygiene (Amendment) (EU EXIT) Regulations (Brine, 2019) and The General Food Regulations 2004. ▪ Communicate allergen information daily in line with the Catering Manual. ▪ Responsible for the production of patient, staff meals, and buffet services. ▪ Maintain adequate stocks of disposable supplies. ▪ Oversee fire safety and training within the department. ▪ Stay up to date with risk assessment training. ▪ Deputise for the Head Chef, managing kitchen operations and supervising staff. ▪ Ensure cleaning schedules and COSHH data are recorded and maintained. ▪ Comply with Health & Safety and Food Safety legislation. ▪ Supervise catering staff to ensure efficient service. ▪ Maintain accurate records under the Assured Safe Catering system. ▪ Encourage team meetings and support open communication. ▪ Identify training needs and support staff development. ▪ Ensure health, safety, and welfare of staff and visitors.



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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Key Duties / Accountabilities</p>	<ul style="list-style-type: none"> ▪ Foster positive relationships with other departments. ▪ Ensure staff are well-presented and uniforms maintained. ▪ Adapt to changing situations and emergencies. ▪ Promote safe and economical use of energy, equipment, and facilities. ▪ Handle customer complaints appropriately in the Head Chef's absence. ▪ Act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of the perioperative professions and The Horder Centre. ▪ Ensure that you working ethic remains aligned to our core values as a group: Caring, Friendly, Quality, Integrity and Pride.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">About You</p>	<p>Essential Qualifications & Skills</p> <ul style="list-style-type: none"> ▪ City & Guilds 706 Level 2, NVQ Level 3 or equivalent. ▪ C.I.E.H. Level 2 Food Safety Certificate. ▪ Experience supervising catering services. ▪ Ability to produce menus and cater for special diets. ▪ Computer literate with good admin and communication skills. ▪ Reliable, flexible, and customer-focused. <p>Desirable Qualifications & Skills</p> <ul style="list-style-type: none"> ▪ NVQ Level 2 in Customer Care. ▪ C.I.E.H. Level 2 or 3 Health & Safety Certificate. ▪ I.L.M or N.E.B.S.S Certificate. ▪ C.I.E.H. Professional Trainer Certificate. ▪ Proactive and forward thinking, with a passion for continued learning.



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JOIN
OUR **TEAM**



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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.

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.

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.

Colleague name:

Colleague signature:.....

Date:.....

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The Health Act 2008

You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. For further information, please speak with our Infection Control Specialist.

For clinical colleagues with direct patient contact, this will include (but is not limited to):

- compliance with clinical procedures and protocols, including uniform and dress code.
- the use of personal protective equipment.
- safe procedures for using aseptic techniques.
- safe disposal of sharps.

Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Radar system.



Equal Opportunities

At Horder Healthcare, we are proud to champion and celebrate diversity, equity, inclusion and belonging in all areas of our business. We are committed to creating an environment of mutual respect where equal employment opportunities are available to all applicants without regard to protected characteristics by applicable law.



Safeguarding

You will 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.



Confidentiality

You will 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.



People Management

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.