



Job Title:	Sous Chef	Reports to:	Executive Head Chef, Head Chef
Based at:	DW Stadium		
Department:	Stadium Catering		
Job Purpose:			
Preparing, cooking and delivering food for service in a large scale banqueting operation, in accordance with the daily and weekly requirements of the business and all other associated duties.			
Jobs reporting into the job holder:		N/A	
Key responsibilities and duties:			
<ul style="list-style-type: none"> Assisting in the production of menus in accordance with the banqueting requirements. Preparing and cooking high quality dishes in a banqueting environment primarily and to provide cover in Rigalettos Restaurant when required to do so. Delivering food according to the daily business requirements, adhering to timescales and requirements of the clients. Assisting in the ordering of stock and stock management. Supervising staff effectively. Ensuring the hygiene and food safety standards are met in accordance with the HACCP documents. Training, supervising all kitchen personnel and assisting to maintain discipline in the kitchens. Assisting junior kitchen staff with food preparation and recipes, establishing the working schedule so that everything works efficiently. Maintaining regular and effective communication throughout the team. Reacting to and anticipating customer needs whenever possible, enhancing the quality of service and in turn achieving customer satisfaction. Ensuring the hygiene and food safety standards are met in all stages of food preparation, starting with the ingredients and ending with the finished dish which leaves the kitchen door in accordance with the HACCP documents. 			
Health and Safety:			
<ul style="list-style-type: none"> Fully endorsing, demonstrating and carrying out the company health and safety policy. Promoting the companies health and safety culture, understanding the role of the food and beverage department in relation to Health and Safety procedures. Complying with all Company policies and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place, and assisting if required with the amending of risk assessments periodically. Having a full knowledge of procedures for evacuation with regard to fire. Identifying and reporting maintenance requirements or hazards within the workplace and to encourage any workforce to do the same to avoid injury. Ensuring that at all times you and your team are wearing the correct protective uniform in accordance with COSHH and maintaining a high standard of personal hygiene. 			

Safeguarding:

- Wigan Football Company Ltd is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding.

General:

- Fully co-operate with colleagues requiring assistance and assisting them in response to business needs.
- Carry out at all times his/her responsibilities with due regard to the policies and procedures in particular Health & Safety, Financial Authorisation and Data Protection.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.
- The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Company.

DBS Check Required:

Yes

Person Specification:

	Essential Requirements	Desirable Requirements
Qualifications	<ul style="list-style-type: none"> • NVQ Level 2 or above and/or relevant experience in in Catering and Hospitality 	<ul style="list-style-type: none"> • Intermediate food safety Certificate or willingness to work towards
Experience	<ul style="list-style-type: none"> • Proven track record of working in a varied multi scale banqueting environment • Previous experience of supervising and developing a team • Ability to deliver quality whilst working at a fast pace 	
Knowledge & Skills	<ul style="list-style-type: none"> • Extensive understanding of various cooking methods, ingredients, equipment and procedures • Ability to work under pressure and to deadlines. • Ability to organise own and others workloads and to prioritise effectively. • Knowledge of Health & Hygiene legislation, (HACCP) • Understanding of stock management and rotation • Strong customer service skills. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to adapt and take on new initiatives • Self-motivated with a passion to succeed. • Ability to work as part of team and across 	

	<p>teams.</p> <ul style="list-style-type: none">• Willingness to learn and continuously develop.• Assertive, calm with the ability to work well under pressure.• Flexible to meet the requirements of the needs of the business	
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I confirm that I have read and agreed to this job description outlining the main duties of my role.

Job Holder:

Signed:

Date: