



JOB DESCRIPTION

SENIOR SOUS CHEF

Department:	Kitchen
Location:	City Inn Westminster, 30 John Islip Street, LONDON, SW1P 4DD
Responsible To:	Executive Head Chef
Responsible For:	Self
Organisation Level:	Deputy Manager

SCOPE AND GENERAL PURPOSE OF JOB

Under the general guidance and direction of the Executive Head Chef or delegate and within the limits of established City Inn Ltd policies, procedures and departmental standards manual, is responsible for participating in the management of all activities within the Kitchen.

MAIN RESPONSIBILITIES

- To assist the Executive Head Chef in the organisation and controlling of all kitchen operations, areas of focus that are crucial to the brand are Vegetarian menu and superior breakfast offer.
- To assist in the development of an innovative style of brand cuisine, relevant to CITY CAFé restaurant bar and terrace and to promote the style in order to achieve local and national recognition.
- To assist with the promotion of CITY CAFé restaurant bar and terrace as a premier destination restaurant.
- To ensure that brand standards of product preparation and quality are adhered to on a consistent basis.
- Develop and maintaining a well motivated team and recognise any lack of team spirit and ensure the appropriate remedial action is taken.
- To help run multiple outlets with in the Hotel maintaining the highest standards of food preparation in each:
 - Main Kitchen serving Restaurant, Terrace, preparation of food for Private Dining & Sky lounge.
 - Bar Kitchen preparing food for the Lounge bar and room service.
 - Private Dining Kitchen serving food for 5 private rooms.
- Maintain brand cuisine and consistently deliver the standard as outlined in the Brand Operating Procedure Manual.
- To become familiar with all company policies, procedures and guidelines, and to implement them in a fair and responsible manner.
- Assist the Head Chef in purchasing foods and stock control to minimise wastage.

- Organise effectively and efficiently the sections in the kitchen and according to the standards set down by the Head Chef.
- Assist in departmental training sessions and the training of new starters and Commis chefs.
- Ensure the kitchen is always clean, tidy and hygienic
- To act as the Health & Safety representative for the department

GENERAL RESPONSIBILITIES

To be fully aware, competent in and follow at all times:

- Hotel fire procedures
- Hotel security procedures
- Hotel Health & Safety policy and procedures
- Departmental Safe Systems of Work
- Hotel facilities and opportunities to promote these to customers
- Hotel and your departmental operational standards and procedures
- Customer service standards
- Company and Hotel performance and conduct guidelines
- Company policies and procedures as outlined in the employee handbook
- To attend all fire, health and safety and other statutory training as requested

To be familiar with all departmental and generic brand standards and procedures as outlined in your Brand Operating Procedure Manual (BOP).

To become familiar with the departmental 'Moments of Truth' in relation to the customer journey and Guest service experience.

To become familiar with the City Inn concept and Brand in order to actively promote to guests both internally and externally.

To work in a safe manner at all times, to ensure personal safety and the safety of colleagues and visitors to the hotel and report anything that may jeopardise safety to your Manager upon discovery including the actions of fellow colleagues.

To attend all training sessions and meetings as requested in order to take personal responsibility for your own personal development in partnership with the company.

To ensure your appearance meets the Hotel standard at all times which includes your uniform (if supplied) / Work clothes are maintained in good repair and you achieve the highest possible standard in personal hygiene.

To work within the team and help where required within the business as reasonably requested by a member of the management team.

To maintain a positive attitude and a good working relationship with all fellow employees both with your department and throughout the hotel.

To achieve and maintain the highest possible levels of customer service to both external (i.e. paying customers) and internal customers (i.e. Fellow colleagues) at all times in accordance with Hotel policy.

To make suggestions to your Manager where possible which you feel will improve the operation, customer service and/or the success of your department and the hotel.

To assist fellow colleagues both within and outside your normal department where possible to ensure operational and customer service requirements are achieved at all times.

To report for duty on time and on the days rostered.

To be familiar with and work to the stated standards both as an individual and a member of the Hotel team to achieve City Inn's Vision.

DECLARATION

City Inn relies on the flexibility of its staff to ensure the continuity of the high standards currently being achieved. As such this job description is only intended to be a guide to the most regularly performed duties, it does not form part of the contract of employment and is subject to amendment and change as may be considered.

I confirm that I have read and understand my role and responsibilities.

Signed: _____ Print Name: _____

Date: _____

Signed on behalf of the Company

Signed: _____ Print Name: _____

Date: _____

- 1 copy to Employee
- 1 copy to Department Manager
- 1 copy to Personnel for file