



## **Job Description: Sous Chef**

**Position Title: Sous Chef**

**Reporting directly to: The Chef**

**Directly reporting to this position: Kitchen hands and refectory staff**

### **Job Summary**

The Sous Chef will be working within the Archbishop's Seminary's Kitchen. Working within a team, the Kitchen staff prepare breakfast, lunch and dinner, coffee breaks and snacks for the Seminary's residents, the Hospitality clients and the school canteen.

The Sous Chef is responsible for assisting with the overall success and delivering the ethos of our place and preparation of good and wholesome meals that is expected from visitors and residents and management.

### **Overall duties**

- Assisting in all phases of planning, ordering, inventory, and food preparation in line with the Seminary's standards and expectations of food quality, freshness and presentation.
- Motivates, trains, develops, and directs the back-of-house personnel in preparing the refectories, preparing snacks for the canteen and cooking food.
- Coordinating and participating in the preparation and cooking of various food items for the different sections entrusted to the Seminary's kitchen.
- Assists with planning and creating new recipes and menus.
- Assists with managing cost controls and controlling expenditures.
- Checking inventory of the food stores and issuing items as needed and ensures that records are kept of such movements.
- Receiving deliveries and checking them and assisting the chef in placing orders
- Maintaining a sanitary cooking environment
- Ensuring that all cooking procedures adhere to safety standards



- Checking equipment and appliances and ensuring everything functions properly and safely
- Communicating with other chefs and managing kitchen staff
- Discuss with the chef the weekly roster
- Able to handle a majority of the tasks typical of a kitchen, including preparing, cooking, cleaning, training and quality assurance.
- Oversee the work of the kitchen and refectory personnel as they complete their duties.
- Contributes to all parts of the culinary process to ensure that patrons receive the highest-quality food.

### **Requirements**

Possess a strong attention to detail in terms of food quality, sanitation measures and safety regulations.

Food handling course required

To be familiar with HACCP Standards and Health & Safety Regulations as stipulated by Law

Able to work on their own initiative

Willing to work flexible hours

Culinary related certificates will be considered an asset

Those with experience will be given preference

### **Conditions of work**

The post calls for a person engaged on full time basis however we may consider candidates willing to work on part-time as long as they meet the requirements of the organisation.

Probationary period is of 6 months.

Hours of work: 40 hour week over 5 days between Mondays to Sundays. The employee may be rostered either mornings or evenings and weekends and sometimes may be required to work overtime.

Paid holidays: statutory holidays plus 80 hours additional paid vacation leave as per collective agreement.



Salary: The salary for the post of the Sous Chef is pegged to salary scale 14, which in 2022, is €16,865 per annum, rising by annual increments of €518 up to a maximum of €20,087. The salary of a Sous Chef will progress to Salary Scale 13 on completion of two (2) years satisfactory service in the grade.