

Job Description – Sous Chef

Division	Kitchen
Reporting line	Chef de Cuisine and in his/her absence the Head of Operations

Job summary

The **Sous Chef** is responsible for supporting the Chef in the planning, preparation and delivery of high-quality meal services for residents, guests, school personnel and others as instructed. He/She shall work closely with the kitchen team to ensure the efficient operation of the kitchen and contributes to maintaining high standards of food quality, hygiene, safety and hospitality.

Main duties and responsibilities

- Prepare and cook food in line with the Archbishop's Seminary's standards and expectations regarding food quality, freshness and presentation.
- Support the training, development, motivation and supervision of kitchen and refectory personnel involved in the preparation of meals, snacks and canteen offerings.
- Coordinate and participate in the preparation and cooking of various food items for the different sections served by the Archbishop's Seminary's kitchen.
- Monitor food store inventory levels, issue stock as required, and ensure that accurate records of stock movements are maintained.
- Receive and inspect deliveries and assist the Chef de Cuisine in the ordering and procurement of supplies.
- Maintain a clean, hygienic, and sanitary food preparation environment.
- Ensure that all food preparation and cooking procedures comply with applicable health and safety standards.
- Inspect kitchen equipment and appliances and ensure that they operate safely and efficiently.
- Communicate effectively with the Chef de Cuisine and other kitchen personnel and assist in the supervision of kitchen staff.
- Discuss and agree on the weekly duty roster with the Chef de Cuisine at least one week in advance.
- Perform a wide range of kitchen-related duties, including food preparation, cooking, cleaning, stock control and quality assurance activities.
- Oversee and support the work of kitchen and refectory personnel to ensure duties are carried out efficiently and in accordance with established standards.

- Contribute to all stages of the culinary process to ensure the consistent delivery of high-quality food and service.
- Liaise professionally with employees, departments and relevant external stakeholders in matters falling within the role.
- Attend relevant meetings and training and remain informed of procedures applicable to the role.
- Observe established policies, procedures, confidentiality requirements and data-protection obligations.
- Support the other team members in the effective operation of the kitchen.
- Perform other duties that may be assigned from time to time.

Eligibility

- Fluent in Maltese and English.
- Valid Food Handling License (Category B) and knowledge of workplace hazardous materials.
- Police Conduct.
- A recognised qualification in culinary arts or food preparation will be considered an asset
- Good knowledge of food safety, hygiene and HACCP practices
- At least 2 years' experience in a professional kitchen, preferably in a supervisory or senior role
- Ability to work in high-temperature environments and lift/carry heavy kitchen items properly.
- Strong teamwork and interpersonal communication skills.
- Availability to work shifts, including evenings, weekends, and public holidays as required, with a commitment to work in accordance with communicated availability.

Conditions of Work

- **Employment Type:** Part-time casual on a shift basis