INCEPTION

EVENTS CATERING SOUS CHEF

JOB ROLE REQUIREMENTS

CREATING UNIQUE & MEMORABLE EXPERIENCES

FOR OUR GUESTS & TEAM

AIMS & GOALS:

Events are such an important area for the business and key to our future growth. This role will ensure a consistently high quality product offering whilst maintaining kitchen spaces to high standards of cleanliness.

- Consistently excellent guest experiences: Creating consistent food of a high quality, following recipes & presentation standards in order to support an excellent guest experience
- Deep Product Knowledge: Endeavour to have a full understanding of all products we sell
- Maintaining a clean and safe environment: Ensuring the kitchen area & venue are always clean and well-maintained according to company standards
- Menu creation support: Supporting the Head Chef when requested in the creation of new dishes & menus
- Leading the kitchen at all times the Head Chef is absent

REPORTS TO :

Events catering Head Chef

WORKING SCHEDULE :

The role is 45 hours a week in 5 days across the entire week.

PLACE OF WORK :

Central London.

PACKAGE :

- Salary OTE: £40-45,000 dependant on experience including a contribution from our tronc scheme

PERKS

- Nightly £50 tab available across all venues
- Additional holiday based on length of service
- Paid Day Off for Your Birthday (If it falls on a working day)
- Maternity leave – Full pay based on length of service
- Paternity leave - Full pay for two weeks
- Medical and Dental Coverage for all salaried employees over 1 year service
- Referral Bonus for introducing salaried candidates to the company
- Monthly & Annual company drinks & social events
- Employee Assistance Programme with Hospitality Action

SKILLS & QUALIFICATIONS:

- Previous experience in a Sous Chef role
- Proven ability to support the management of a team of chefs
- Demonstrable experience in a high volume environment
- A passionate interest in food and the catering industry
- A strong and competent communicator
- A thorough understanding of food hygiene and H&S legislation
- Ability to competently use microsoft suite, email and business software
- In depth knowledge of allergens & allergen management

RESPONSIBILITIES:

- Showcasing our talent for creating unique and memorable experiences
- Support efficient operations: Ensure the smooth and efficient operational running of the kitchen(s) at all times, especially in the absence of the Head Chef. You will support the delivery of a consistent food service, resolving food complaints & issues whilst ensuring a consistently high quality of products at all times.
- Providing an excellent working environment: Work closely with the Head Chef to train, develop & maintain a motivated team.
- Maintaining a clean and safe environment: Ensuring all kitchen and storage areas are clean and well maintained, that all food safety procedures are followed ensuring the kitchen is running according to legislative expectations and that all safety procedures are followed to prevent accidents or injuries.
- Maximising profitability & maintaining GP targets: This is achieved by managing costs, minimising waste, managing stock & ordering.

KITCHEN MANAGEMENT:

- Support the day-to-day operations of the central kitchen, including food preparation, cooking, and presentation.
- Adhere to kitchen workflows to streamline food preparation and service, optimising productivity without compromising on quality.
- Follow stringent stock management procedures to minimise waste and maximise cost and efficiency.
- Support the Head Chef in conducting monthly stock audits and adjusting ordering to meet demand.
- Follow food safety & health and safety protocols to ensure a safe work environment for all kitchen staff, adhering to industry standards & ensuring all cleaning schedules are being completed to agreed standards.
- Work as a team to ensure the central kitchen runs in line with legal obligations in order to pass any authority visits and inspections. Minimum expectation is 5 star hygiene rating following an Environmental Health Officer visit.
- Fully complying with all relevant food legislation and HACCP regulations.
- Ensure clean & organised presentation of all kitchen areas and self at all times.
- Ensure the kitchen is always stocked up & functional as required and ensure it is properly locked and secure after the last person leaves each day.
- Ensure you have passed all relevant & compulsory training courses
- Ensure any back of house paperwork under your control is kept up to date & completed to company standards
- Process all invoices for ordering you control in a timely manner and in line with company policy

FOOD & PRODUCT KNOWLEDGE:

- Forensic focus on food consistency, quality and presentation.
- Support in the education of the kitchen teams & other relevant departments on menus, ingredients and cooking techniques to ensure consistency in food preparation and presentation, instilling a passion for quality and excellence in every dish served.
- Support the creation and delivery of any food menu changes or updates including training & launch of new products and/or services.

SALES DRIVING & FINANCIAL CONTROL:

- Monitor & minimise wastage to ensure profitability.
- Process all invoices accurately & timely according to company procedures.
- Work with head office teams to ensure stock is managed & recorded accurately.

PEOPLE:

- Lead by example, fostering a positive and collaborative work culture that empowers team members to excel in their roles and take pride in their contributions.
- Support ongoing training and development to enhance the skills and capabilities of kitchen staff, promoting a culture of continuous learning and growth.
- Manage and mentor kitchen staff to maintain high standards of food quality, hygiene, and safety.
- Maintain a good working relationship with Inception Group colleagues and management teams
- Cooperate closely with the sales teams to ensure that events can be confirmed promptly.
- Ensure that yourself and all team members are abiding by company rules at all times.