



JOB DESCRIPTION

JOB TITLE:	Sous Chef
REPORTS DIRECTLY TO:	Head Chef
FUNCTIONAL RESPONSIBILITY	Domestic Bursar
OTHER REGULAR RELATIONSHIPS:	Catering Department Staff, Teaching Staff & Students

JOB PURPOSE: To assist the Head Chef in the efficient running of all the College food production, service and supervision of personnel, with an emphasis on wholesome, properly cooked quality meals in a cost-effective manner.

MAIN RESPONSIBILITIES:

- To assist the Head Chef with the day-to-day planning, allocation and supervision of daily work schedules within the whole department and ensuring staff conform in all respects to the requirements of Environmental Health and Hygiene legislation, and any special instructions issued by the Domestic Bursar.
- To actively participate in the ongoing management and development of menus.
- In the absence of the Head Chef, to supervise all Catering Staff and ensure all food preparation conforms to the catering food charter and current food legislation and at all times conform to all food safety acts (HACCP), Health and Hygiene at Work Act and Environmental Health regulations
- To assist the Head Chef by ensuring all staff are fully briefed on requirements of meals, service times, service duties and food display for all meals for all service sites.
- To assist the Head Chef by ensuring that all staff conform to legislation and correctly complete any necessary paperwork at all times
- To assist the Head Chef with all aspects of Health and Hygiene and any paperwork associated with catering policies and procedures as set by the Domestic Bursar i.e HACCP's and health and hygiene monitoring.
- To assist the Head Chef by ensuring that all staff conform to policies and procedures as instructed by the Domestic Bursar.
- To ensure that all staff understand their given duties.

- To report immediately any breaches of procedures or regulations or to the Head Chef or to the Domestic Bursar.
- **To ensure at all times that the technical area defined as:**
 - The main kitchen, servery, Prep school servery, food storerooms, refrigeration areas, washing up areas, food preparation areas and all catering equipment together with floors, walls and benches are maintained in a clean and tidy condition at all times and conform to both Health and Safety at Work Act and Environmental Health Regulations.
 - As above to ensure both the senior and prep school dining areas and their adjoining kitchens, services and accompanying equipment are maintained in a clean and tidy condition at all times, to conform to both Health and Safety at Work Act and Environmental Health Regulations.
 - In conjunction with the Domestic Bursar / Head Chef maintain stringent control of food waste both prior to and following cooking. This will include stock rotation and stock control.
 - To ensure that the Head Chef / Domestic Bursar are speedily advised of any equipment malfunction or breakdown. Reporting directly to the Director of Finance and Operations in the Domestic Bursar's absence.

PERSONAL PROTECTION EQUIPMENT

- Ensuring where issued, personal protection equipment is in serviceable order and worn properly.

STOCK TAKING

- Assisting the Head Chef, ensuring that all items of stock are maintained to a high order of quality and where necessary, cleanliness. In addition, stock checks must be carried out at intervals determined by the Domestic Bursar and all deficiencies reported to the Domestic Bursar.

This job description is not exhaustive but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable.

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

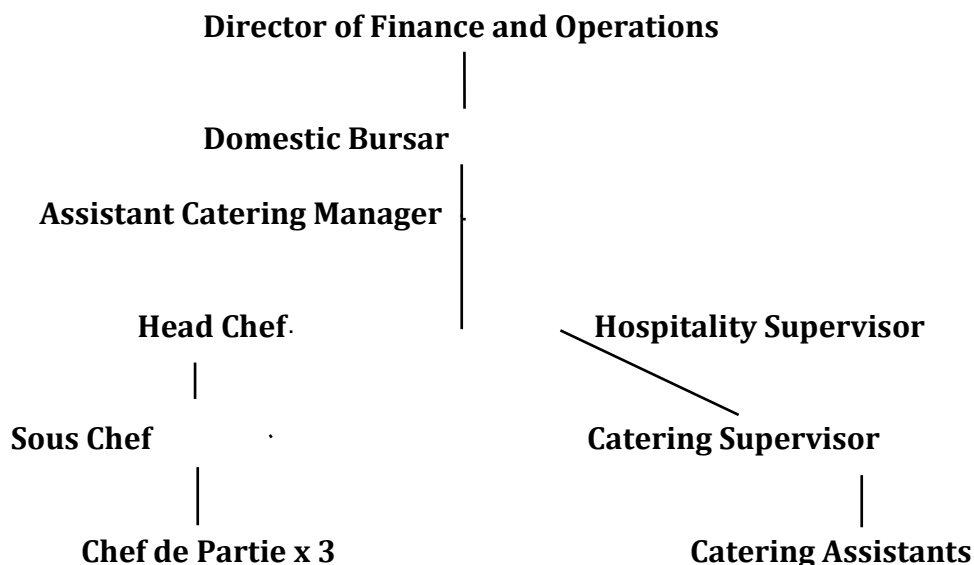
The successful applicant will be subject to screening through the Disclosure and Barring Service.

Additional Information:

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. It is located just off the A46 at Ratcliffe on the Wreake and is situated in beautiful grounds. With over 900 students ranging from age 3 to age 18, the Catering Department is a very busy one, playing key role in the life of the School.

The School employs over 300 staff and whilst being a highly successful organisation maintains a friendly “family” culture.

Catering Department Organisation Chart



Basic Terms of employment:

- £28,442 per annum; £14.02 per hour
- 39 hours per week over 52 weeks, some weekend working will be required
- 25 days holiday per year, plus bank holidays, plus the days between Christmas and New Year
- Contributory pension Scheme
- 4 times salary life assurance scheme
- Free on-site parking
- Free lunch
- Uniform **and** laundry service provided
- 24/7 Telephone Healthline for staff and their families

Closing date: 9.00am, 5 December 2022

Application is via the College website: <https://www.ratcliffecollege.com/about/vacancies/>
 For an informal discussion please contact Graham Studd, Domestic Bursar (Head of Catering), GStudd@ratcliffecollege.com; tel 01509 817007

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