



Role Profile

Job Title: Sous Chef, Lydiard House	Role Profile Number: P/A
Grade: N	Date Prepared: March 2022
Directorate/Group: Operations	Reporting to: Director of Operations
Structure Chart attached:	No

Job Purpose

Lead the provision of catering at Lydiard House ensuring a high quality offer that meets customer expectations and contributes to the financial performance of the Park

Key Accountabilities

- Manage the catering production and delivery for all hotel day to day and event requirements, providing menu options for hotel guests and non resident dining along with event catering.
- Assist with delegated catering budgets to effectively provide best value, and use cost-effective purchasing and supply of food and non-food items to ensure hospitality and catering services perform as profitable cost centres
- Support the team to create and maintain a supply infrastructure to provide a creative, diverse menu to appeal to a wide range of customers, including a range of offers and healthy and allergen options, and oversee the consistent delivery of quality food and beverage
- Deliver the catering provision at hospitality-led events and supervise operational staff to ensure maximum customer satisfaction from events that provide a profitable source of income.
- Maintain health and safety procedures within the catering department, ensuring compliance with industry legislation and food safety regulations, including liquor licensing regulations and HACCP.
- Develop operating procedures for opening, closing, presentation, cleaning and maintenance of catering outlets, kitchens and equipment.
- Support the team with identifying opportunities to develop the hospitality and catering services in existing

and new sites and also external clients, to provide profitable sources of income for Lydiard Park, including purchase of equipment.

- Assist the Hospitality and Catering Manager to develop and maintain a consistent approach to budgetary management, monthly stock takes, individual site trading accounts and secure the best value supply chain for catering products and ingredients.
- Support the recruitment, training and development of all hospitality and catering staff.
- Keep informed about latest trends and developments in the hospitality and catering industry, establish best practice procedures, conduct benchmarking and competitor analysis, and make recommendations to ensure maximum competitor advantage

Supplementary Accountabilities

- Undertake any other duties that can be accommodated within the grading level of the post as instructed

Knowledge & Experience

- A high level of catering management experience in public, private or voluntary sector, or extensive relevant experience in a catering role
- Experience in hospitality, conference and event catering
- Sound knowledge of industry standards for food hygiene and health and safety
- Full Food Hygiene Certificate and food safety system “Safer food better business” training
- Experience of supervising staff in operational roles at all levels
- Excellent communication skills, both written and oral
- Experience of working in the leisure industry at operational and supervisory levels

Qualifications

- A relevant catering qualification, i.e City & Guilds 706 or equivalent. NEBS diploma

Decision Making

- Rostering staff
- Stock control
- Identifying new suppliers and products
- Recipe costing

Creativity and Innovation

- Insert elements of the job where creativity and innovation are required

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Delegated supervisory responsibility <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Kitchen & Catering Production • Staffing 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>Delegated day to day supervisory and purchasing responsibility</p> <p>None</p>
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Contacts and Relationships

- External clients and partners to ensure successful and profitable business outcomes and service reviews
- Contact with officers within the Council, providing professional advice, making recommendations, obtaining stakeholder buy-in
- Assisting the Hospitality and Catering Manager to network, benchmark and exchange best practice with other catering providers

Other Key Features of the role

Unsocial hours including early mornings, evenings, weekends and bank holidays. The role is physical and requires standing for significant lengths of time. Some heavy lifting is required.

<p>Employee Signature:</p>	<p>Print Name:</p>
<p>Date:</p>	
<p>Line Managers Signature:</p>	<p>Print Name:</p>
<p>Date:</p>	