



# Example of Junior Sous Chef Job Description

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Our growing company is hiring for a junior sous chef. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for junior sous chef

- To be aware of all product promotional activities within the hotel and special outside events
- To ensure that all maintenance requests are reported to the Maintenance Department on discovery in order to correct immediately
- To prepare rotas, forecast wages and check and complete the Time and attendance system to ensure this is accurate to hours worked as per the rota for all members of the department ensuring that staffing levels are correct and within the set budgets in Chefs absence
- To constantly check quality and quantity of food going out of the kitchen
- To ensure that each sections are manned efficiently and that the Chefs de Partie, Commis Chefs & Kitchen Porters are working to the best of their ability
- To ensure correct methods are used for preparation of food and to check presentation
- To make sure the kitchen team is giving an efficient, smooth and quick service while maintaining principles and standards set by the Company
- To check quality and weight of food coming into the kitchen
- To order and purchase the hotel's food requirements in an economical manner
- To control all food storage activities to ensure that all food is kept in prime condition and a good method stock rotation is used in all areas and sections of the kitchen

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- Preparing meals using fresh produce to Ropewalks restaurant
  - Extensive knowledge of the catering industry
  - Ability to motivate and encourage a team
  - City and Guild 706/1/2 or NVQ Level 3 in culinary skills is desired
  - Apprenticeship as chef followed by position as Demi Chef and Chef de Partie is desired
  - Experience in a Mexican restaurant environment is desired