



Job Description

Job Title	Sous Chef	Reports to	Executive Head Chef
Location	The Brick Community Stadium		
Department	Catering and Events		
Job purpose			
The Sous Chef will support the Executive Head Chef and wider kitchen team in the effective day-to-day operation of the kitchen, ensuring consistently high standards of food quality, presentation, hygiene and service. Working across matchdays, events, hospitality and non-matchday catering, the Sous Chef will play a key role in leading the kitchen team, maintaining operational standards and delivering an excellent food offering to customers, guests and clients. The role requires a hands-on chef who can work effectively in a fast-paced environment, demonstrate strong organisation and leadership skills, and maintain high standards at all times.			
Jobs reporting/liasing with job holder		N/A	
Key responsibilities and duties			
Kitchen Operations • Support the Executive Head Chef in the day-to-day running of the kitchen. • Take responsibility for the kitchen operation in the absence of the Executive Head Chef. • Ensure all food is prepared, cooked and presented to the required standard. • Assist with the preparation and delivery of menus across matchdays, events, hospitality and other catering operations. • Ensure service is delivered efficiently, accurately and within agreed timescales. • Work closely with front-of-house and events teams to ensure smooth service delivery. • Maintain high standards of cleanliness, organisation and presentation throughout the kitchen. • Assist with kitchen opening and closing procedures.			
Team Leadership • Supervise, support and motivate chefs and kitchen assistants during service. • Allocate tasks effectively to ensure the kitchen operates efficiently. • Lead by example and maintain professional standards at all times. • Assist with rotas and staffing requirements where required. • Provide guidance and support to casual and temporary catering staff. • Promote a positive and collaborative working environment.			
Food Quality & Standards • Ensure all food is prepared and presented to the required specification. • Maintain consistency in portion control, presentation and quality. • Assist with menu development and contribute ideas for new dishes and seasonal offerings. • Ensure recipes and agreed specifications are followed. • Monitor food quality throughout preparation and service. • Respond appropriately to customer and client feedback regarding food quality.			
Food Safety & Compliance • Ensure full compliance with food safety, hygiene and health and safety legislation. • Maintain high standards of personal and kitchen hygiene. • Ensure correct food storage, preparation and temperature controls are followed. • Monitor allergen procedures and ensure relevant information is communicated accurately. • Complete and maintain required kitchen records and checks. • Report any food safety, equipment or health and safety concerns promptly.			



- Support food safety audits and inspections as required.

Stock, Purchasing & Cost Control

- Assist the Executive Head Chef with stock management and ordering.
- Monitor stock levels and communicate requirements to the relevant manager.
- Support effective stock rotation and minimise waste.
- Ensure correct storage and labelling of food products.
- Assist with monitoring food costs, portion control and wastage.
- Ensure all products are used efficiently and responsibly.

Events & Matchdays

- Support the delivery of high-volume catering operations during sporting fixtures and major events.
- Work flexibly across hospitality, concessions, functions and other catering areas as required.
- Assist with the preparation and delivery of private functions, conferences, weddings and other events.
- Ensure the kitchen is fully prepared for each event and appropriately staffed.
- Remain calm and effective during busy periods and adapt to changing operational requirements.

Health and safety

- Fully endorse, demonstrate and carry out the company's health and safety policy.
- Comply with all company policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place, and assist if required with the amending of risk assessments periodically.
- Have a full knowledge of procedures for evacuation with regard to fire.
- Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury.

Safeguarding

- The company is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding.

General

- Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the company.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers.
- The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the company.



DBS check required		BASIC
Person Specification		
Essential: • Previous experience working as a Chef de Partie, Sous Chef or in a similar senior kitchen position, providing for 100+ covers using fresh ingredients together with a strong background in food led establishments. • Strong knowledge of food preparation and cooking techniques. • Experience working in a fast-paced commercial kitchen. • Strong understanding of food safety, hygiene requirements and kitchen safety practices. • Ability to lead and motivate a kitchen team. • Strong organisational and time-management skills. • Ability to work effectively under pressure. • Excellent attention to detail. • Flexible approach to working hours, including evenings, weekends and matchdays/events. • Strong communication and teamwork skills. • Ability to plan rotas. • Experience with stock control, food costing and waste management. Desirable: • Experience within hospitality, events, stadiums, hotels or high-volume catering. • Relevant professional chef qualifications. • Food Safety Level 3 qualification • Experience managing large-scale events or high-volume service.		
Personal Attributes		
The successful candidate will be: • Passionate about food and delivering high standards. • A confident and supportive team leader. • Organised, reliable and commercially aware. • Calm and professional under pressure. • Flexible and adaptable to changing operational demands. • Committed to maintaining excellent food safety and hygiene standards. • Positive, approachable and willing to lead from the front. • Focused on delivering an excellent customer and guest experience.		
I confirm that I have read and agreed to this job description outlining the main duties of my job role.		
Job holder name:		
Signed:		Date: