

# WATERSHED

## Job Description

January 2018

**Job title:** Sous Chef

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed is working towards good practice in equal opportunities and asks all applicants to complete the application form and equal opportunities monitoring form. Please **DO NOT** include your CV as it will not be considered. Please put all relevant information on your application form.

Watershed encourages applications from people of all backgrounds but particularly welcomes applications from candidates from a BAME background as they are under-represented within our staff team.

The closing date for all applicants is: **Sun 14 Jan 17:00**

Interviews will take place on: **Week beginning 15 Jan**

We will contact short-listed candidates before: **Mon 15 Jan**

Please note that if you have not heard from us by the agreed date, you have been unsuccessful and we are unable to offer you an interview.

Thank you for your interest in Watershed.

Yours faithfully

**Helen Round**  
**Food and Beverage Manager**

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*"Watershed is a place like no other - I feel free to be my whole self at work. Every day I feel professionally supported, challenged and free to contribute to the culture of the organisation"*  
Zahra Ash-Harper, Pervasive Media Studio Producer.

**Position:** Sous Chef

**Post- holder:**

**Grade:** 4

**Responsible to:** Kitchen Manager

**Responsible for:** CDP's, Commis Chefs , Kitchen and General Assistants

### **Purpose of Job**

To work with the Kitchen Manager to maximise the business potential of the Catering operation through effective product development, staff leadership and delivery of a consistently high quality offer and customer service.

The post holder is responsible for the day to day kitchen operation and deputises for the Kitchen Manager as required, with specific responsibility for the preparation, cooking and presentation of all food, to agreed standards.

### **Principal Responsibilities**

- Support the Kitchen Manager to motivate and develop the kitchen team, to ensure the smooth running of the kitchen at all times and to deliver a high quality product and service.
- Apply Watershed's core values within the catering operation.
- Assist the Kitchen Manager to ensure that catering operates as part of the wider organisation, to foster excellent communication and to share organisational objectives and goals.
- Perform management responsibilities in line with company policy including recruitment, training, performance and reviews.
- Actively support and contribute to all aspects of product development and menu planning.
- Follow Company purchasing and delivery procedures when ordering food and kitchen commodities.
- Help deliver agreed financial targets to minimise costs and maximise revenue.
- Ensure the Department complies with all health & safety and hygiene statutory regulations relating to food and catering establishments and that HACCP records are maintained up to date.
- Any other duties that may be reasonably required.

### **Key Performance Indicators**

- Catering teams motivated and working effectively at all times.
- Customer experience at an 'excellent' level at all times.
- Strong working relationship with all departments.
- Stock, portion and wastage levels are successfully controlled.

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- Health and safety / food hygiene standards are maintained at all times.
- Kitchen operates within budgets.
- Catering staff are consistently up to date with all relevant training.

### Person Specification

#### Qualifications

Health and Safety and Food Hygiene Certificate

#### Skills & Experience

- A natural leader, team player and excellent communicator with a proven track record of inspiring and supervising teams
- An experienced and highly capable chef.
- Has previous experience in a commercially branded environment with an appreciation for a distinctive and creative offer.
- Has an understanding of cost control systems and financial targets.
- Previous experience of delivering an offer that is informed by seasonal/local/organic and nutritional values.
- Previous experience in a customer focused environment.

#### Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

<b>Inclusive</b>	We are people led. We listen to and engage with the broadest range of people.
<b>Open and Honest</b>	We provide a culture and environment that is trusting, trusted and trustworthy.
<b>Make Things Happen</b>	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
<b>Entrepreneurial</b>	We are inventive, try new ideas, experiment, learn and share.
<b>Celebratory</b>	We celebrate culture, creativity and wonder.

Watershed encourages applications from people of all backgrounds but particularly encourages applications from candidates from a BAME background as they are currently under-represented within our staff team.

#### Additional information:

- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department'.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.