

NANCARROW FARM

Job Specification

The Role:

Job:	Sous Chef
Location:	NANCARROW FARM - Zelah
Starting Wage:	£25,000 plus performance related bonus
Working Hours:	40 hrs, weekend working
Job Holder's Name :	VACANT
Line Manager:	Head Chef
Key relationships:	Exec Director – Steve Chamberlain, Events Managers, Chef/Maintenance

Purpose:

Nancarrow is an Organic Farm, producing beef, lamb and pork, with an on-sit kitchen garden, butchery and larder. Our vision is to create a totally unique place to feast, a memorable, collaborative eating experience with our farm's produce at the heart.

The Sous Chef plays a key role within our small kitchen team. The primary purpose of the role is to support the Head Chef delivering a year-round calendar of events. In the absence of the Head Chef, the Sous Chef, will deputise the ensure the smooth day to day running of the kitchen and management of kitchen resources and costs; performance and welfare of the kitchen team; and to direct effective kitchen operations to enable the delivery of consistently exceptional food for the unique customer experience at Nancarrow.

In the absence of the Head Chef, ensuring that statutory food, hygiene and Health & Safety standards are maintained at all times by the kitchen team. Taking particular responsibility for upholding the Nancarrow food vision in the kitchen by consistent delivery and detailed execution of recipes, menus and ethos.

Responsibilities:

Management

1. To support the Head Chef in managing kitchen overheads and costs in line with annual budget - working to agreed GP targets, kitchen purchasing processes and procedures and staffing levels.
2. Contribute to strategic planning and work, ensuring that you act in the best interests of the business at all times through understanding the business strategy, key competitors and how the business fits within the wider hospitality industry in which it operates.
3. Play a supporting role building Nancarrow's event offering within the following areas:-
 - Weddings
 - Feast nights
 - Team Building / Experience activity
 - Corporate conferences
 - Private dinners

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- Guest chef / Specialist nights
 - Festivals
4. To assist with Marketing/PR activity and promotions – to include external events and demos – when required.
 5. Support the Head Chef to proactively develop and maintain a customer centred culture and drive behavioural change through encouraging others to seek and act on feedback.
 6. Contribute to discussions and planning across the business, and outside of your own department, in order to further and benefit the business.
 7. Ensure you work consistency, efficiency, professionally and communicate effectively to maintain a strong cultural belief in the brand and product /service.
 8. Ensure you are consistently operating in an empathetic, fair and professional manner – acting as a role model for other members in the kitchen team.
 9. Attend internal meetings as requested. Represent the kitchen effectively in reporting information to senior manager on ways to improve performance, systems and best practises. Assist senior managers in identifying memorable event experience tactics and further development ideas and improvements.
 10. Comply with and enforce all the Farm's policies, standards and legislative requirements relevant to maintaining effective performance, communication, training and good business reputation; including Food Hygiene, Fire, Health & Safety regulations, attending relevant training as required – responsible, in the absence of the Head Chef, to be the key contact for environmental health/trading standards/fire/police and all public sector officers

Team Management:

1. To work closely with the Head Chef on building and maintaining a strong kitchen team.
2. Work closely with all team members to ensure a perfect working environment at all times, ensuring all staff are on duty at the correct time, noting and reporting any absence or lateness, and that their behaviour, conduct and attitude is exemplary.
3. Undertake one to one performance reviews, as and when required, for the kitchen team and to monitor all performance objectives set for on training checklist.
4. Ensure consistency, professionalism and effective communication in the team by training to, and maintaining, agreed standards of performance and conduct.
5. To assist the Head Chef in writing the rota for specific calendared events and ensure adequate staff levels in line with business requirement.
6. In the absence of the Head Chef to record accurate time sheets for the kitchen team and to provide them to the Finance manager with as required.
7. To check work emails on a daily basis responding as required and communicating any necessary information to the team.

Kitchen Management:

1. To support the Head Chef with the 'food vision' for the Farm – liaising with the Head Chef to update the 'master' menu file by developing new recipes/dishes to refresh the food offering – while staying true to the ethos of the brand.
2. Under the guidance of the Head Chef to be responsible for the development, costings and delivery of specific event menus for an agreed number of events.
3. To share the responsible for a smooth and efficient service flow, maintaining communication with the Events Managers, with a focus on exceptional customer service
4. To work to standards set out by the Head Chef in the kitchen best practise, to ensure smooth planning and execution of events at Nancarrow.
5. Ensure all the suppliers/produce used comply with the NANCARROW food values and ethos - that no supplier/ produce is used unless and until it is appropriately recorded within our Food safety management system (see food safety policy- suppliers records)
6. In the absence of the Head Chef to be responsible for the upkeep of the SFBB folder and the maintenance of the Food Standards Agency 5 star rating.
7. Assist the Head Chef achieving the goal of 100% on site consumption of meat produced on

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the farm.

8. Where relevant, ensure all the menus issued comply with the NANCARROW food vision, values and ethos - to make the best use of ingredients with the emphasis on local supply (specifically Nancarrow Farm's own produce) consideration for seasonality and a yearly plan to preserve/pickle excess as larder items.
9. Ensure that any ordering, storage and rotation of stock is in line with Farm's policies and Food safety Management System to minimise waste and maximise freshness – to help manage costs and GP with consideration of value of the produce.
10. Ensure that the Events managers, kitchen team, FOH and key personnel are briefed on menu items, communicating all relevant provenance, allergen, nutritional and other distinctive information.
11. Support the Head Chef identifying departmental costs such as fuel (wood) and areas for potential waste, loss and improvement.
12. In the absence of the Head Chef ensure that the chef/Maintenance fulfils his responsibilities for maintenance of kitchen equipment and that it is used for the performance of kitchen duties safely and following instructions, ensuring all the kitchen team are trained to operate equipment safely and standards are maintained.

Events management:

- 1) When required support Events manager/director during provisional customer contact meetings for specific event activity at Nancarrow
- 2) Provide any specific information and menu details you are responsible for (within the annual kitchen plan) to the Events managers for to be imputed into the calendar of activity
- 3) Provide information and menu details to the Events managers for the 'Event Planner' for each individual event you are responsible for.
- 4) Liaise with the Events managers on event operations – conduct pre event briefings on service flow, menu and all customer requirements
- 5) Event day – ensure the event runs to plan, overseeing the kitchen and external suppliers run as per plan.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Relevant Work Experience</p> <p>Work and non-related work experience relevant to the job and organisation</p>	<p><u>Kitchen</u></p> <p>Experience of working in well-established high quality hospitality business – at supervisory level or and would be confident to look after a team of at least 5 people. Sound knowledge of current food hygiene & safety regulations.</p> <p>As much of our food is cooked over fire the chef must be comfortable in this environment as it is quintessentially our style of cooking and food service. A chef with a creative flair used to exceptional quality fresh produce – with a thorough knowledge of ingredients and how they should be used. A passion for how seasonality, provenance and environmental factors impact on product and menu.</p> <p><u>HR & people development</u></p> <p>A natural motivator and have outstanding interpersonal & communication skills. Plenty of initiative and ability to respond to the ever changing</p>	

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	<p>environment/circumstances.</p> <p>Passionate about people, with a hands on approach and ability to influence at management level.</p> <p>Passionate about sharing knowledge, whilst maintaining the high standards expected of a high quality, top end restaurant.</p> <p>Sound knowledge of current food hygiene, Health & safety regulations.</p>	
<p>Education/ Training</p> <p>Specific qualifications and or training</p>	<p>NVQ Professional cookery – between Level 1-5</p> <p>CIEH Food hygiene/safety & H&S between Levels 1-4,</p> <p>Fire warden</p> <p>First aid at work.</p>	<p>Level 3 or above in hospitality supervision</p> <p>Train the Trainer award</p>
<p>Qualities, knowledge & skills</p> <p>Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained</p>	<p>Be fully committed to our culture and ethos</p> <p>Able to play an integral part in ensuring that a values based culture of excellence and learning is maintained at all times within the kitchen.</p> <p>Excellent organisational and coordination skills with an eye for details. Good time management and ability to multi task</p> <p>Able to demonstrate effective listening skills, diplomacy and excellent interpersonal skills.</p> <p>Excellent communication, motivation and leadership skills, highly passionate and enthusiastic about work.</p> <p>Communication needs strong interpersonal & communication (verbal and written)</p>	
<p>Additional factors</p> <p>Unsocial hours/eves/weekends.</p> <p>Ability to drive etc.</p>	<p>Available to work flexible shift pattern to include evenings and weekends</p>	<p>Ability to drive</p>

This job and person spec is guideline only and is not exhaustive. You may be required to perform other duties which are not expressly listed but are in keeping with the general purpose of your job role and we reserve the right to make changes to this job description as appropriate.