



## Five Arrows Hotel & Private Events Catering

### Job Description

**Job Title**                      Sous Chef

**Reporting To**                Head Chef

The old Dairy on the site of the Manor is now used as a banqueting suite with a maximum of 150 covers. It is used primarily for weddings, corporate functions and private parties.

The Five Arrows Hotel is a sixteen bedroom hotel situated in the Buckinghamshire village of Waddesdon. It was built in the 1870s by Baron Ferdinand de Rothschild to form part of the model village which was overlooked by his country house, Waddesdon Manor.

Today the Manor is owned by the National Trust and a large part of the activity at the property is funded by private Rothschild family trusts. The Hotel and Dairy are both leased by the Manor's trading company and operates as part of this commercial activity. The Head Chef at the Dairy is also responsible, in part, for the food at the Hotel, and for any private functions held in other areas of the Waddesdon operation. This will be supported by the Sous Chef.

The five main areas of responsibility for the Sous Chef are as follows:

#### 1.     **Food**

Under the direction of the Head Chef the Sous Chef should:

- (a)     Know that all food served is of the highest possible standard.
- (b)     In conjunction with the Head Chef, select, cost and price monthly seasonal menus, and menus for special events as directed.
- (c)     Take full responsibility for the preparation and serving of these menus. This would involve concentrating on home production of foods, the control of portions and minimisation of waste, and achieving the gross profit percentage set by the General Manager.
- (d)     Purchase food and materials from approved suppliers ensuring their quality at all times.
- (e)     Assist the Head Chef with the monthly food stocktake.

Assessments can be made from feedback: from the Head Chef and General Manager, from achievement of financial targets (profit margin, spend per head, etc), and by judging customer satisfaction.

## 2. **Staff/Personnel**

Assist the Head Chef to recruit, train, and motivate all kitchen staff creating a work environment that fosters individual commitment, enthusiasm and confidence. By example encouraging teamwork and collaborative action whilst emphasising the importance of individual responsibility and accountability.

## 3. **Hygiene**

The Sous Chef should lead by example in “cleaning as you go”. All parts of the kitchens must be systematically cleaned, according to the schedule, and all aspects of hygiene regulations must be complied with at all times.

## 4. **Equipment/Maintenance**

The Sous Chef should oversee the use and maintenance of all equipment, notifying the Head Chef of all breakages and equipment failures.

Staff should be trained in the use of equipment, especially potentially dangerous equipment, and shown how to look after it so that nothing is abused, life is prolonged, and expenditure saved.

## 5. **Finance/Administration**

The Sous Chef has responsibilities for assisting the Head Chef to:

- (a) Secure any stock, equipment and premises of the kitchens.
- (b) Ensure that every effort is made to achieve budgeted sales and operating expenditure budgets.
- (c) Comply with the financial procedures and complete returns as instructed from time to time by the Accounts Department or the General Manager.
- (d) Record as necessary and as directed by the General Manager any HACCP data, or other, to the satisfaction of the General Manager and the EHO.

### **Terms & Conditions:**

**Salary:** £25,000 per annum plus a share of the discretionary service charge

**Hours:** A minimum of 37.5 hours per week, on a seven day rota to include weekends, evenings and split shifts as required by the business.  
Hours of work to suit the needs of the business (exclusive of breaks).

**Holiday:** 33 days per annum, increasing to 36 days after three years' service, 37 days after 5 years' service and 39 days after ten years' service. Your holiday includes public holidays.

**Other:** National Trust Staff Card which entitles free entry at all NT properties and a discount in their shops.

Matched company pension scheme up to 10% of salary.