

## Job Description

<b>Job Title:</b> Sous Chef	
<b>Managed by:</b> Head Chef	
<b>Department(s)</b> Five Arrows Hotel & Private Events	<b>Location:</b> Waddesdon

Waddesdon is a Rothschild house and gardens set in the Buckinghamshire countryside just outside Aylesbury. It was created for Baron Ferdinand de Rothschild in the 1870s. Now owned by the National Trust, but managed by a family trust (the Rothschild Foundation), it remains the epitome of ‘Rothschild style’.

Visitors today can still see Ferdinand’s unrivalled collections of decorative arts and paintings, alongside contemporary art, and wander in the immaculate gardens. There is also a working aviary, wine cellars, shops, restaurants and a woodland playground.

Over 300 staff and more than 300 volunteers help mount special exhibitions, host educational visits, hold wine tastings, lead guided walks and talks, and run events throughout the year, including a magical Christmas season. Private events – parties, meetings and weddings – are held at the Dairy (a private building on the estate) and at the Five Arrows, a Grade II listed boutique 16 bedroom hotel near the gates of the Manor.

The Five Arrows’ name is derived from the Rothschild family emblem of a shield surmounted by five arrows, pointing upward and tied with a ribbon. Built in 1887 as part of Waddesdon Estate by Baron Ferdinand de Rothschild it was originally used to accommodate the architects, craftsmen and artisans working on the Manor itself. It was designed by architect/builder, James Taylor, who lived locally in Bierton; in his own “authentic” English style of half timbering, elaborate Elizabethan chimney stacks, and wrought ironwork. Architecturally it is one of the most striking buildings in the village.

The Hotel and Private Events business, with 38 permanent members of staff, are managed by the trading company Rothschild Waddesdon Ltd, and all profits are returned to the Rothschild Foundation, a UK registered charity, for the upkeep of Waddesdon. The charity supports arts and heritage, the environment, education and social welfare by awarding grants, fostering dialogue and debate, and through the support of Waddesdon Manor.

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.

**Terms & Conditions:**

<b>Contract Type:</b>	Permanent full time with the Rothschild Foundation
<b>Hourly Rate:</b>	£27,000 per annum plus a share of the discretionary service charge
<b>Hours:</b>	A minimum of 40 hours per week, on a seven day rota to include weekends, evenings and split shifts. Hours of work to suit the needs of the business (exclusive of breaks).
<b>Annual Leave:</b>	From start date, 33 days (including public holiday) After three full years of service: to 35 days (including public holidays) After five full years of service: 37 days (including public holidays) After ten full years of services:38 days (including public holidays)
<b>Benefits:</b>	20 % staff discounts in our on-site Restaurant and Shops. Matched company pension scheme up to 10% of salary. Beautiful location working within the charity and heritage sector. Free parking.

**Key responsibilities:-**

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:

- Know that all food served is of the highest possible standard.
- In conjunction with the Head Chef, select, cost and price monthly seasonal menus, and menus for special events as directed.
- 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.
- Purchase food and materials from approved suppliers ensuring their quality at all times.
- Assist the Head Chef with the monthly food stocktake.

**2. Staff**

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. Line management of Chef de Partie.

### 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.

Ensure any kitchen 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:

- Secure any stock, equipment and premises of the kitchens.
- Ensure that every effort is made to achieve budgeted sales and operating expenditure budgets.
- Comply with the financial procedures and complete returns as instructed from time to time by the Accounts Department or the General Manager.
- 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.

This list is not exhaustive and additional duties may be required by the management team.

## Skills and Experience

### Essential

- Proven track record of providing exceptional customer service in a quick service environment
- Proven track record of delivering the food & beverage offer and achieving performance targets
- Experience of delivering a menu to a consistently high standard
- Experience of working cooperatively as part of a food & beverage, hotel or banqueting team
- Understanding budget management, increasing income and controlling costs
- Experience of stock and waste management
- Good written and verbal communication skills
- Numerate, with attention to detail
- Working knowledge of health & safety
- Must enjoy working as part of a team, with strong people skills to support team engagement and development.

### Desirable

- Ideally with a minimum of two years' experience in a similar position, preferably in a hotel and banqueting environment.

- Line management experience
- Intermediate Food & Hygiene Certificate or equivalent

#### **Application Process**

- Closing date for applications is 11 pm on Wednesday 26 June 2019
- Please submit your CV and covering letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk)
- Interviews to be held week commencing 1 July 2019