

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Sous Chef
Campaign Type:	Internal
Payband:	CGA2
Pay range:	£ 37,104 per annum
Team:	In-House Services
Section:	Catering Services
Reports to:	Exec Chef, Head chef and Senior Sous Chef
Number of posts:	1
Hours:	Full time 36.5 hours
Contract type/ duration:	Permanent
Issue date:	16 October 2019
Closing date:	30 October 2019 at 23:55 pm

Team information

Catering Services aim to deliver the best quality service with an enthusiastic and professional team for the benefit of all our customers. We are responsible for the efficient operation of the House of Commons catering facilities within the agreed financial framework.

Job introduction

To consistently manage a designated kitchen to the standards as required by the kitchen senior management team within the Catering Services. Responsible for the efficient and effective running of a designated kitchen or kitchen area to include;

- the planning, preparation, production and service of all menu and related items to a high standard
- the management or supervision and training of all employees in the team
- the compliance and enforcement of Food Safety and Health & Safety regulations & policies
- full responsibility in operating within any financial remit as specified

Key stakeholder relationships

- Liaises daily with the venue Catering Manager on all aspects of planning and service delivery.
- Day to day contact with all levels and grades of staff within Catering Services.
- Food and Beverage Control
- Daily contact with Members, their staff and guests, House of Commons staff and members of the public.

- Suppliers

Management responsibility

All staff within your designated kitchen, others as required

Location

This post will be located on the Parliamentary Estate, Westminster, London and the post holder is expected to work in any of the different kitchen locations, therefore duties will vary in accordance to the catering venue.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

Hours

The full time hours for this post are 39 gross / 36.5 net per week, 5 out of 6 days per week. Actual attendance times will be determined by senior kitchen management in accordance with the operational hours of the catering venues and any business requirements.

The post holder will also be expected to cover the Rise of House late duties as required. The Rise of House late duties requires staff to provide catering services to any hour, until 30 minutes after adjournment of the Sitting of the House.

Additionally, if the House unexpectedly returns to sit during your leave, rest day or when you are not on shift, you are expected to contact kitchen management to see if and when you are required to work, as per the staff handbook.

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview, please inform the panel of the days/hours you are available to work.

For further information:

Candidates should refer to the House of Commons careers website

<https://www.parliament.uk/about/working/jobs/> or contact recruitment@parliament.uk or 020 7219 6011

Internal candidates should refer to the Vacancy Notice Information on the Job Opportunities page on the Career Development, Parliamentary intranet.

Application and selection process

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency-based interview.

Key responsibilities

Menu Development, Food Production and Service

- Plans menus in line with seasonal ingredients, industry trends, customer requirements.
- Provides costing of all dishes prior to menus being agreed and ensure that all costings are calculated accurately, and financial targets are met.
- Ensures that the stock management of all food and non-foods is compliant to House of Commons policies, procedures and current legislation.
- Ensure pre-service checks and team briefs are carried out.
- Ensures that all food quality, presentation and service are of the highest standard. Inspects dishes for quality, temperature and attractiveness before service.
- Ensures that the kitchen is kept in a tidy and orderly manner that provides a safe and hygienic environment to work in.
- Completes duties and monitoring of teams' duties within set timescales.

Supervision, training and team development

- Delegates workload appropriately and fairly and ensures that tasks are carried out correctly and successfully. This will include active participation by the jobholder to demonstrate or ensure required standards are met.
- Identifies training requirements and delivers training where relevant.
- Through Job Chats or IPR's motivates team and monitors the performance and welfare of staff in accordance with the Staff Handbook.
- Compiles staff rotas ensuring cost effective staff development and management of holiday requests.
- Clearly, concisely and promptly communicates relevant information to all kitchen staff and communicates any issues / information to Kitchen Management.
- Completes overtime returns and other payroll related documentation and submits this to the Senior Sous Chef, Head / Executive Chef for approval.
- Completes own annual appraisal and that of the kitchen team.
- Manages staff performance as required.
- To attend any relevant training courses as required.

Health, Safety and Hygiene

- Inspects kitchen areas, storage areas and the general condition of production areas at the start of the shift, during and at the close of business. Particular attention must be paid to temperature control of food, cross contamination hazards, unsafe equipment and fire prevention.
- Ensures COSHH and HACCP regulations are continuously adhered to.
- Always maintains a high standard of personal and team's presentation.
- Ensure Monthly Kitchen Inspection Forms are completed and returned promptly.

Other duties

- Ensures that all equipment is kept in good order and stored away safely and securely.
- Reports any broken or faulty equipment to Engineer Control and assists in planning arrangements for maintenance visits for your area.
- Attends weekly/daily meetings as required with staff, kitchen management team and other managers concerning production and service requirements. Attends other meetings as required.
- Any other reasonable duties as required

You will also be expected to and ensure your kitchen team adhere to the following policies and procedures at all times whilst on duty:

- The Catering Services Jewelry Policy
- Health, Safety and Hygiene Procedures
- Security Procedures
- Department's Food Safety Policy
- Gift Handling Policy
- Cash Handling Policy
- Staff Meal Policy
- Departmental policy on reporting absence and late arrival to work
- Follows departmental and House Behaviors and Values
- Annual Leave Policy

The duties of this job role will be reviewed regularly and amended in accordance with the needs of the business.

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK's "Mother of all Parliaments". Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

The House Service are proud of our organisational Values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament through our integrity

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership

Qualifications:

The following qualifications are required for this role:

Essential

Must have relevant catering qualifications i.e.

City and Guilds 706 – 1 & 2 or NVQ level 1&2 or equivalent qualification(s).

Accredited food hygiene qualifications.

CV

Ensure any gaps of employment are explained fully

SKILLS AND EXPERIENCE	APPLICATION FORM / CV	TEST / EXERCISE	INTERVIEW
CRITERIA 1- <u>Essential</u> Must be able to demonstrate good cooking skills and knowledge of food for a high volume, multi-outlet, high quality venue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 - <u>Managing</u> Must be able to demonstrate experience of managing, motivating and developing kitchen staff. Must show evidence of own development and training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 – <u>Communicating Clearly</u> Must be able to demonstrate good communication skills that are structured and summarizes information to meet the needs and understanding of the intended audience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 – <u>Providing Customer Focused Service</u> Must be able to assess and anticipate the requirements of the customer to ensure a high-quality service is delivered. Uses initiative to define and resolve customer’s queries from diverse stakeholder and customers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 – <u>Food Hygiene and Health & Safety</u> Must be able to demonstrate a good understanding, knowledge and control of current Food Hygiene and Health and Safety practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 6 – <u>Knowledge</u> Must be able to demonstrate culinary knowledge and have experience of menu and dish development, industry trends and initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 7 – <u>Delivering Results</u> Must have a good understanding of kitchen financial management including recipe costing, food costs, staff costs and meeting required Gross Profit targets.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 8 Must have good IT and numeracy skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>