

Sous Chef – Position Description

Position title: Sous Chef

Reporting to: Head of Catering

This position has primary responsibility for ensuring hygiene and sanitation standards are maintained, goods and products are receipted, stored and distributed, and food is prepared and served in a safe and hygienic manner.

Duties and Responsibilities

- Train/demonstrate to Level 1 employees the correct procedure for tasks
- Provide support to the Chef in all areas of kitchen operation
- Prepare and cook food, under supervision from Head Chef
- Assist in the service of meals
- Manage all operations of the kitchen in lieu of the Head Chef
- Follow all hygiene and Health and Safety regulations within the kitchen and dining room
- Manage the receipt and storage of deliveries
- Ensure cleaning of utensils and dishes and appropriate storage of clean utensils
- Ensure cleaning of the kitchen and dining areas in accordance with the cleaning schedule
- Use professional judgment to solve problems or escalate issues when there are no clear methods or procedures in place for doing so
- Deliver specific objectives as agreed with the Head Chef and Head of Catering to achieve the values, goals and strategies of the school
- Ensure compliance with the Schools Code of Conduct and all other internal policies and procedures
- Work in accordance with the Ascham Staff Code of Conduct
- Other duties as directed by the Head of Catering

Essential Criteria

- School Certificate or higher
- Previous experience in Kitchen Work
- Literacy and numeracy skills
- Good listening skills
- Good communication skills
- A valid Working with Children clearance
- A firm commitment to safeguarding and promoting the welfare of children.
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

Name: _____

Signed: _____

Date: _____