

Direct Tel: 0161 876 2086
Email: recruitment@thelowry.com



PRIVATE & CONFIDENTIAL

Dear Sir/Madam,

APPOINTMENT OF SENIOR SOUS CHEF

Thank you for your interest in the above post. Please find enclosed the job description and personal specification for Senior Sous Chef.

The application deadline for this position is Friday 25 January 2019 at 10:00am. Please email your most recent CV to recruitment@thelowry.com or post to Human Resources, The Lowry, Pier 8, Salford Quays, M50 3AZ.

Please be advised that The Lowry holds application forms and interview notes for unsuccessful candidates for 6 months, which will be stored in a secure manner. After the 6 month period, all data will be securely destroyed. If you require any further information please refer to The Lowry's Privacy Policy which can be found on The Lowry's website.

Thank you again for your interest in The Lowry.

Yours faithfully,

Amy McKune
Human Resources Administrator



JOB DETAILS

Post Title: Senior Sous Chef (Conference & Events)

Department: Hospitality Department

Reports to: Executive Head Chef

JOB PURPOSE

To assist the Executive Head Chef in the management of all kitchen areas to meet the daily requirements of all Lowry guests, with specific leadership on conference and event catering

MAIN DUTIES AND RESPONSIBILITIES:

Cook, prepare and serve food for all areas of the Hospitality Department, including the restaurant, bar and conferences & events at The Lowry

Assume responsibility for the kitchen in the absence of the Executive Head Chef

Assume responsibility for the overall management and delivery of the Conference and Events operation in the kitchen

Develop menus in conjunction with the Executive Head Chef, paying particular attention to industry trends

Ensure that quality and standards are maintained throughout food service to agreed specifications, whilst maintaining excellent customer service levels. Work without supervision to The Lowry standards to accomplish tasks, whilst meeting the day-to-day requirements by working effectively to meet deadlines

Liaise with the Executive Head Chef to ensure that all kitchen staff are scheduled to meet business requirements whilst complying with current employment legislation

Responsible for ordering of food commodities in consultation with the Executive Head Chef. Ensure the correct receipt and storage of stock from suppliers, following recommended administration procedures. Responsible for stock control and security of all food commodities

Make effective use of all food commodities, by ensuring the correct storage, handling and stock rotation, in order to achieve the budgeted gross profit margins, whilst maintaining effective quality control systems

Ensure that all kitchen equipment is used correctly and properly maintained with any defects immediately reported

Ensure that the health and safety regulations are upheld in the kitchen together with the responsibilities for the completion of all legal documentation and monitoring
Undertake training and development as required to meet personal, business and development needs. As well as assist in the training of new employees

Maintain good communication with all staff at all levels within The Lowry

Promote and comply legislation and with The Lowry's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.

Attend meetings as required to aid the development of the kitchen, cascading information as required.

Attend Health and Safety meetings, implement new procedures and ensure existing ones are adhered to, cascading information as required.

Oversee the management of the kitchen porters in conjunction with the Head kitchen porter. Ensure all cleaning schedules are managed and completed in the correct time frames.

Undertake any other reasonable duties, commensurate with the seniority of the post so as to ensure the smooth running of The Lowry.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable that over time the emphasis of the job may change, without changing the general character of the job or level of duties and responsibilities. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect the appropriate changes.

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
SKILLS/ABILITIES	<p>High standards of professional cooking</p> <p>General financial acumen</p> <p>Excellent communication and interpersonal skills, with the ability to relate with a wide cross section of people; external clients and suppliers and internal colleagues and departments</p> <p>A commitment to excellent customer care</p> <p>Organisational and time management skills</p> <p>An ability to efficiently delegate tasks and empower employees</p>	
KNOWLEDGE	<p>Cost controls</p> <p>Stock procurement, control and storage</p> <p>Menu design and creativity</p> <p>An active interest in hospitality trends and innovations</p>	
QUALIFICATIONS / TRAINING / EDUCATION	<p>Advanced Food Hygiene Certificate (level 4)</p> <p>Kitchen/catering qualification</p>	
EXPERIENCE	<p>Experience in the delivery of multi-faceted hospitality operations</p> <p>Experience of supervising, influencing and developing teams and individuals</p>	<p>Experience in delivery of large scale hospitality within visitor attractions</p>
OTHER REQUIREMENTS	<p>An understanding and empathy of The Lowry's core functions</p>	<p>Computer literate including Microsoft Office and Excel</p>

	A flexible and adaptable approach to fulfilling the duties of the post	
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