



Sous Chef Job Description

Salary: £34,000 to £36,000 per annum (depending on experience)

Location: Central Oxford

Reports to: Head Chef & Executive Head Chef

Hours: 40 hours per week rostered in straight shifts over seven days

Role Overview

The Sous Chef will work closely with the Head Chef to deliver exceptional catering services at Pembroke College. This role involves preparing and presenting high-quality dishes across a variety of catering demands, supervising kitchen operations, and ensuring compliance with all food safety and hygiene standards. The Sous Chef will take responsibility for kitchen operations in the Head Chef's absence and contribute to creating innovative, seasonal menus that reflect modern culinary trends while respecting traditional techniques.

Key Responsibilities

Food Preparation and Service

- Prepare and present high-quality meals for formal halls, student dining, conferences, and VIP events, ensuring consistency in quality and presentation.
- Work collaboratively with the Head Chef and Executive Head Chef to develop creative menus, focusing on seasonality, dietary requirements, and cost-efficiency.
- Assist in producing specialty dishes, including vegetarian, vegan, and allergen-specific meals.

Leadership and Training

- Supervise and train kitchen staff to maintain high culinary standards and adherence to safety regulations.
- Lead the kitchen team during the Head Chef's absence, ensuring smooth and efficient operations.
- Foster a positive and professional working environment.

Compliance and Safety

- Ensure all food safety protocols (HACCP, COSHH) are strictly followed and that relevant documentation is completed.
- Maintain high standards of cleanliness and organisation in the kitchen.
- Report hazards, maintenance needs, and hygiene issues promptly.

Operational and Administrative Duties

- Oversee inventory management, ensuring proper storage and minimising waste.
- Assist in receiving deliveries, checking the quality and standards of goods received.
- Monitor kitchen equipment, ensuring it is well-maintained and in working order.

Selection Criteria

Essential

- NVQ Level 3 in Catering or equivalent qualification.
- Proven experience in a similar role within a professional kitchen.
- Strong knowledge of modern culinary techniques and food trends, including dietary requirements and allergen management.
- Excellent communication and team management skills.
- Demonstrable ability to work under pressure while maintaining attention to detail.
- Food Safety Level 3 certification or equivalent.

Desirable

- Experience in fine dining or event catering.
- Past experience in catering at an academic institution.