

Job Description

Job Title: **C&A Sous Chef**

JOB DETAILS		
JOB TITLE	:	Conference & Accommodation (C&A) Sous Chef
ADVERTISED JOB TITLE	:	Sous Chef ICC/Sous Chef Newton's
GRADE	:	
REPORTS TO	:	C&A Chef de Cuisine (Head Chef)
UNIT	:	CSIR Conferencing & Accommodation
LOCATION	:	Pretoria
DATE	:	

JOB PURPOSE: (Provide a brief (2/3 lines) description of the main purpose of this job)
To oversee the daily tasks of all of the other chefs in the ICC/Newton's kitchen/s, creating staff schedules, handling inventory management, enforcing safety standards, aiding in equipment maintenance to ensure that culinary products of the best quality are delivered timeously to clients.

ORGANOGRAM (Attach complete departmental structure to this document). Please provide below details:			
Total Number of Reports	Title of Direct Reports	Job Grade:	Nr of Incumbents
Direct: 4	-	-	-
Indirect: 0	- ICC: Chef de Partie (Line Cook)	-	2
Total: 4	- ICC: Commis Chef (Junior Line Cook)	-	2
	- Newton's: Commis Chef (Junior Line Cook)	-	4

PRINCIPAL ACCOUNTABILITIES: (Provide details of what the main accountabilities are and how these are affected)	Measures: (Provide details of how it will be evident that the required accountability has been achieved)
- Ensure that product offerings remain up to date through the implementation of recipes in line with kitchen standard operating procedures. Responsible for following recipes with fresh product that meets the C&A food standard	- Customer Satisfaction
- Train and oversee kitchen staff in the preparation, serving and presentation of food products/dishes. Check all prepped items and food before it is served to ensure freshness and the highest food standards.	- Customer satisfaction
- Ensure that food preparation, production and service is maintained to customers requirements and Group's standards.	- Customer Satisfaction
- Maintain food costs at the required levels. Assisting in stock take and monitoring portion control.	- Food cost reports - Internal audit
- Maintain food safety and hygiene standards at the required levels.	- Hygiene audits
- ICC: Plan daily ingredient requirements and liaise with Purchaser and Storeman to order and issue stock.	- Customer satisfaction
- Newton's: Plan daily ingredient requirements and order, control and issue stock.	
- Makes recommendations for maintenance, repair and upkeep of the line prep area and equipment.	- 360 Degree survey
- Assist the C&A Chef de Cuisine in establishing and maintaining a healthy working environment in support of good employee relations and cross functional teamwork to assist in the achievement of the Centre's goals.	- 360 Degree survey
-	-

Work Related Dimensions		Yes/N	Detail
– Required to travel?		- No	-
– Responsible for more than one competency area / functional area?		- No	-
– Responsible for geographical area?		- No	-
Budgets (tick appropriate box)		Budget Amounts	
○ Has sole responsibility for managing a budget		No	
○ Has shared responsibility for managing a budget		Yes	Assist the Chef de Cuisine to maintain the food cost target of 33.3% of food sales for ICC and 50% for Newton's
○ Responsible for monitoring adherence to a budget only		Yes	n/a
○ No responsibility for a budget			n/a
Minimum Experience (required in order to do the job, not actual experience of incumbent/s)		Minimum Qualifications (required in order to do the job, not actual qualification of incumbent/s)	
– 5 years' experience in a senior position in the kitchen of a similar operation		<ul style="list-style-type: none"> - Grade 12 - Diploma in Professional Cookery or similar 	
		Minimum Certifications/Accreditations	
		–	
Operational requirements (legally required in order to do the job for e.g. a Doctor requires a valid license to practice medicine)			
–			
Knowledge, skills and abilities (add technical competencies, skills and abilities – these are not found in the CSIR competency dictionary)			
<ul style="list-style-type: none"> – Good cooking skills – Creativity – Organisational skills – People management & training skills – Interpersonal communication skills – Attention to detail – Supervisory skills – Stock management & control – Food safety & hygiene – Proactive and enquiring – Knowledge of trends in food preparation and service 			
Desired Experience		Desired Qualifications / Certifications / Accreditations	
– 5 Years' experience in a 5 Star kitchen		– National Diploma in professional cookery or cheffing	

Competencies	Description
- QUALITY ORIENTATION	- Accomplishing tasks by considering all areas involved, no matter how small. It is about showing concern for all aspects of the job, accurately checking processes, tasks and the details, being watchful over a period of time hence maintaining a certain level of excellence.
- ASSERTIVENESS	- Assertiveness is about being able to hold one's own respectfully in the face of opposition, and exert one's influence confidently and firmly.
- DECISIVENESS AND ACTION ORIENTATION	- The ability to make firm and, if necessary, speedy decisions, sometimes with limited information, assesses risk associated with alternatives and accepts responsibility for the resulting action.
- DRIVING PERFORMANCE	- Is the intent to hold self and others accountable to standards of performance; It includes the ability to support, implement and monitor effective performance management processes in order to achieve results. This is done through creating a trusting environment where employees are continuously encouraged to grow and reinvent themselves by defining employees' responsibilities and using set processes to correctly evaluate staff performance in relation to clearly defined objectives, time lines and performance standards.
- INITIATIVE	- Initiative is the willingness to take charge and responsibility in getting things done. Initiators address both current opportunities and/or problems (being reactive), to acting on future opportunities or problems (being proactive).
- ATTENTION to DETAIL	- The ability to highlight inconsistencies and inaccuracies in detailed information and stay focused on relevant stimuli even in the face of distractors.
- CUSTOMER SERVICE ORIENTATION	- The willingness to anticipate, recognise and meet the needs of internal and external customers, however these may be defined by the business.
- DEVELOPING PEOPLE	- The capacity to identify, select and nurture talent through encouraging people's personal and professional development. It includes coaching and mentoring competence.

SIGNED / APPROVED:

Employee		Name		Date	
Direct Supervisor		Name		Date	
HR Manager		Name		Date	
Unit/Function Head		Name		Date	
Exec Director / Centre Manager / Group Manager		Name		Date	

FOR USE BY R&R OFFICE ONLY	JOB FAMILY	:	
	JOB GROUP	:	