



THE HONOURABLE SOCIETY OF THE
MIDDLE TEMPLE

The Honourable Society of the Middle Temple - City of London

Permanent Full Time contract

£30,000 - £32,000 plus excellent benefits

The Honourable Society of the Middle Temple is seeking an experienced Sous Chef to join its Catering Department.

Steeped in history, Middle Temple is one of the four Inns of Court and a professional membership organisation responsible for the training and qualification of barristers. It also manages a large heritage estate in central London from which barristers practice.

The Catering Department provides all catering requirements to a wide range of events from canape receptions, themed buffets and food stations to formal fine dining. Catering anywhere from 20 to 300 guests you will be part of a dedicated team that strives for excellence. We use some of the finest ingredients, sourced locally to create seasonal menus with an emphasis on simplicity of flavour and solid technique.

Key components of this varied role will be managing a section of a vibrant and busy kitchen, supporting the events team in the execution and delivery of key annual events and initiatives; and the opportunity to be creative whilst liaising with the Head Chef to develop new dishes and menus.

Previous work experience in a high volume, high quality establishment such as a 4 or 5 star hotel, corporate contract catering or a members club is essential. You will be a natural collaborator with well-developed interpersonal skills and the ability to communicate clearly and fluently with people of all levels. The successful candidate will be a team player yet capable of working independently and juggling an ever-changing workload.

This is a Permanent Full-Time contract. Excellent benefits include a generous pension scheme, annual performance related bonus, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Erin Markcoons at: recruitment@middletemple.org.uk. **The deadline for applications is 12th January 2020.**

Due to the volume of applications received, we cannot guarantee we will be able to contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.

JOB DESCRIPTION

Job Title:	Sous Chef
Salary:	£30,000 - £32,000 plus excellent benefits
Department:	Catering & Events Department
Reporting to:	Head Chef (events)
Responsible for:	Up to 5 junior kitchen staff including any temporary or agency chefs.
Location:	Middle Temple Hall London EC4Y 9AT
Tenure:	Permanent after successful 6 month probation period
Hours:	45 hour week Monday to Sunday rota system or as per reasonably required.
Job Purpose:	To support the Head Chef in effectively managing the department and contributing to the success of the Middle Temple catering operation by ensuring our guests receive food of the highest quality, choice, and presentation whilst maintaining financial targets, and adhering to all EHS and food safety laws.

About the Middle Temple

The Middle Temple is one of the four Inns of Court which have the exclusive right to Call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training), to practice as Barristers.

The Inn hosts a number of events for the benefit of members of the Inn and can also be booked for private events ranging from formal dinners, weddings, meetings, receptions, corporate events and garden parties to outdoor functions, TV documentaries and Hollywood movies.

About the Events Department

The Catering & Events Department provides all food services including lunch for members of the Inn and pre-booked groups in Hall as well as internal and external events within the Inn and its grounds. The department is also responsible for the delivery of the catering requirements for qualifying sessions and for ensuring that the needs of the fully serviced meeting rooms including refreshments and catering are dealt with at all times.

You will be part of a growing and dedicated team of chefs to deliver lunches, receptions and banquet dinners for functions ranging from 20-500+ people.

Responsibilities:

Overview

1. Supervise the kitchen in a professional, cost effective and driven manner and maintain consistency at all times.
2. Deputise all responsibilities accordingly in the absence of the Head Chef reporting in to the Executive Chef.
3. Liaise with the Head Chef and be fully involved and innovative in the production of new menus for banqueting and events.
4. Ensure dishes are cooked, prepared and served or plated to the highest standards possible on a consistent basis.
5. Adhering to the highest levels of food hygiene and preparation.
6. Provide training and development for department staff in kitchen procedures. Ensure all temporary staff who work within the kitchen have everything they need and understand what is expected of them.
7. Check incoming goods and deliveries ensuring correct quantities and quality and stored in the right conditions.
8. Monitoring portion control and waste control to maintain profit margins.
9. Assist the Head Chef with the preparation and administration of stock ordering and financial costings and targets.
10. Assist the Head Chef with performance reviews as per the Inn's HR policy and manage performance of all kitchen staff to achieve the highest level of productivity.

Collaborative working

11. Working with the Head Chef and other senior managers to develop new dishes and menus.
12. Liaise with the operations team where necessary in the planning and delivery of events.
13. To be involved in the setting of service and quality standards and to monitor and strive for the achievement of those standards.
14. Take prompt action to resolve any complaints or problems, in accordance with Inn policy/processes.
15. To lead the team by example.

Food and kitchen safety

16. Have experience and knowledge in monitoring and upholding of Environmental and Health and Safety legislation and HACCP systems as well as a sound knowledge of new legislation such as the Allergy legislation.
17. Undertake necessary food checks and probing in accordance with the relevant food hygiene and safety standards.
18. Ensure that all kitchen staff are appropriately trained and understand their responsibilities and legal requirements
19. Ensure that the standards of hygiene and cleanliness throughout the kitchen meet Inn policy and our legal requirements.
20. Ensure all policies, procedures and guidelines are carefully adhered to.
21. Raise any concerns about food safety or hygiene to the Head Chef as appropriate.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	<p>Professional Chef's qualification or equivalent experience.</p> <p>Current level 3 Food Hygiene certificate and H&S certificate including COSHH</p>	
Background /Experience	<p>Experience of working within a high volume, high quality establishment such as a 4/5 star hotel, corporate contract catering or a members club.</p> <p>Ability to demonstrate a clear understanding of the hospitality sector.</p> <p>Well-rounded experience including experience of cooking in all the main sections/areas of a kitchen.</p> <p>Extensive banqueting experience in a high end establishment.</p>	<p>Previous experience in a 5 star multi outlet hotel or similar high end contract catering blue chip B&I site.</p>
Skills	<p>Ability to cook high quality dishes consistently, demonstrating good practice in working with food hygienically.</p> <p>Excellent cooking skills.</p> <p>Experience of supervising in a busy kitchen environment under significant pressure.</p> <p>Excellent communication skills with the ability to communicate effectively with people of all levels.</p> <p>Excellent organisational skills and time management skills.</p> <p>Good working knowledge of basic software packages and computer literacy</p>	
Personal Qualities	<p>Able to lead a team by example. Highly professional at all times.</p> <p>Able to show sound judgment and decision making when undertaking tasks.</p> <p>Able to quickly adapt and learn new techniques/situations.</p> <p>Able to operate effectively on their own or as part of a team.</p> <p>High professional and ethical standards.</p> <p>Must be well presented and confident in speaking to customers and be customer service focussed.</p>	

	<p>Passionate about food with a good knowledge of current trends.</p> <p>Calm under pressure, patient and measured.</p> <p>Aware of their responsibilities for Health & Safety of themselves and others.</p> <p>Exceptional team player with the ability to collaborate effectively with people at all levels</p> <p>Ability to gain the trust and confidence of colleagues and sustain positive relationships.</p>	
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