



THE HONOURABLE SOCIETY OF THE  
**MIDDLE TEMPLE**

## **Sous Chef**

### **The Honourable Society of the Middle Temple - City of London**

#### **Salary range £32 - £34k plus excellent benefits**

The Honourable Society of the Middle Temple is seeking an exceptionally strong and established Sous Chef to join its Events 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 Events Department provides lunch Mondays to Fridays to members of the Inn and pre-booked groups in Hall. The Inn caters for all requirements ranging from small parties to large banqueting events for some of the most senior people in the legal profession. The Inn is also a choice venue for as weddings and other high profile external clients.

As the Sous Chef you will:

- Have a passion and thorough knowledge of quality food
- Have the ability to cook excellent food under pressure
- Display excellent leadership skills in the absence of our Head Chef
- Have experience with stock control, purchasing, portion control and GP margins and menu development
- Have experience and knowledge in implementation of Environmental and Health and Safety legislation as well as a sound knowledge of new legislation such as the Allergy legislation.

Substantial 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. Experience in a heritage banqueting organisation is ideal.

You will be a natural collaborator with well-developed interpersonal skills and the ability to communicate clearly and fluently with people of all levels and capable of working independently and within a team to prioritise requirements and juggle an ever-changing workload.

Excellent benefits include a pension scheme, 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 HR at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for receipt of applications is **Sunday, 30 November 2014**.



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**

<b>Job Title:</b>	Sous Chef
<b>Department:</b>	Events Department
<b>Reporting to:</b>	Head Chef
<b>Responsible for:</b>	Chef de Parties and other kitchen staff in the absence of the Head Chef.
<b>Location:</b>	Middle Temple Hall London EC4Y 9AT
<b>Tenure:</b>	Permanent
<b>Hours:</b>	40 hour week Monday to Sunday rota system.
<b>Job Purpose:</b>	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.

### **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 Events Department provides a Monday to Friday lunch service for members of the Inn and pre-booked groups in Hall. 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. Additionally, the Inn is looking at other sources of revenue such as breakfast services and afternoon teas and to grow the business with respect to serviced meeting rooms.

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

## **Responsibilities:**

### **Overview**

1. Ensure the kitchen is professionally and effectively run in the absence of the Head Chef
2. Be responsible for inputting data into the Inn's "Saffron" costing system.
3. Liaise with the Head Chef and be fully involved and innovative in the production of new menus for banqueting, fine dining and lunch as well as any other new products the Inn wishes to launch.
4. Prepare the staff rota in advance and ensure it is properly communicated to all concerned.
5. Troubleshoot problems where necessary and appropriate and keep the Head Chef and any other appropriate manager apprised of any difficulties.
6. Ensure dishes are cooked, prepared and served or plated to the highest standards possible on a consistent basis and be directly responsible for all dishes served from own section.
7. Ensure that stock is rotated and controlled in conjunction with the Head Chef
8. Adhering to the highest levels of food hygiene and preparation.
9. 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.
10. Assist with incoming goods and deliveries ensuring that they are stored in the right conditions.
11. Monitoring portion control and waste control to maintain profit margins.
12. Assist the Head Chef with the preparation and administration of stock ordering and financial costings and targets.

### **Collaborative working**

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

### **Food and kitchen safety**

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

## PERSONAL SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Professional Chef's qualification or equivalent experience.</p> <p>Current level 2 Food Hygiene certificate and H&amp;S certificate including COSHH</p>	
<b>Background /Experience</b>	<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 Unique Venue of London/4 or 5 star hotels. Or contract catering blue chip B&amp;I site.</p>
<b>Skills</b>	<p>Ability to cook high quality dishes consistently, demonstrating good practice in working with food hygienically.</p> <p>Excellent cooking skills e.g. knife skills.</p> <p>Experience of managing and leading in a busy kitchen environment under significant pressure.</p> <p>Experience of inputting into budgets, maintaining costs and profit margins.</p> <p>Good communication skills with the ability to communicate effectively with people of all levels.</p> <p>Good organisational skills and time management skills.</p>	
<b>Personal Qualities</b>	<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 &amp; 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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**Important:**

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

I have read and agreed this job description

NAME (PRINT) .....

SIGNATURE .....

DATE .....

LINE MANAGER (PRINT) .....

SIGNATURE .....

DATE .....