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**JOB TITLE** SOUS CHEF (or Chef de Partie)

**DATE** 29 October 2021

**REPORTS TO** Head Chef & Culinary Director

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## **JOB DESCRIPTION**

**Purpose of role** The Clyde Park bistro and special events business needs a passionate Sous Chef (or CDP) who is experienced in culinary arts and delivery of consistent quality. A natural leader who always has a finger on the pulse of current industry trends, the Sous Chef (or CDP) will assist the Head Chef to manage all aspects of the Kitchen's daily operation, whilst ensuring Clyde Park's reputation for excellent food quality is enhanced.

Deputising for the Head Chef and supporting the Culinary Director, this position will be creative and proficient in all facets of food preparation and kitchen management – including financial, staffing, cost centre controls and food safety.

As the Sous Chef (or CDP), you will assist in leading and develop the kitchen team to deliver exciting seasonal menus from Clyde Park's own vegetable garden and livestock whilst growing partnerships with our region's leading suppliers.

### **Main duties and responsibilities**

Core objectives include:

- Assist to manage and lead the successful operations of the kitchen team as directed by the Culinary Director & the Head Chef.
- Deputise for the Head Chef as and when required.
- Monitor the responsibilities for the preparation and presentation of food, consistent with food safety standards and Clyde Park guidelines.

#### Specific Responsibilities

- Deliver the procurement, preparation and serving of all menu items as directed by Culinary Director.
- Assist to manage the smooth and efficient running of the kitchen, including the recruitment, training and development of the team.
- Support the financial controls for stock, staff and menu delivery
- Demonstrate a creative flair with food whilst planning menus, including identifying future trends and displaying a passionate approach towards the development of new styles of service
- Assist the administration of stock controls, maintaining dry/refrigerated storage areas and ensure all food safety standards.
- Assist to build and maintain relationships with distributors and resolve issues with vendors promptly to ensure smooth supply of quality and best priced ingredients.

#### Client Service

- Ensure that customers are given a prompt and efficient service and expectations are consistently exceeded

- Be customer focused at all times; approachable and quick to exceed expectations in fulfilling customer needs

#### People

- Communicate well with our team of chefs and the entire Clyde Park Team assisting all staff when required, with a hands on mentoring approach.

#### Vegetable Garden

- Enhance, develop and assist to lead the Clyde Park vegetable garden project, to maximise the quality and productivity of our homegrown produce into the bistro.
- Enhance and encourage the growth and inclusion of our 2 garden's produce in our menus and dishes
- Take a hands on role when supervising and rostering the kitchen teams time in the maintenance, harvesting and planning of the garden.

#### Sustainability

- Adhere to and assist to lead the Clyde Park Sustainability Program
- Assist to drive innovation, education of the team and lead by example in continuing Clyde Parks best practice in Championing Sustainability.

#### Financial Management

- Support the management and control all food costing, sales mix and menu planning
- Monitor and ensure stock, deliveries and wastage are all checked and recorded in line with company and food standards.

#### Health & Safety and Food Safety

- Adhere to & lead Clyde Park's Food Hygiene, Health and Safety and Environmental policies always
- Ensure that food storage areas are maintained in accordance with the Clyde Park's Food Hygiene, Healthy and Safety and Environmental policies and procedures.

#### Additional Responsibilities

- Show commitment to and promote Clyde Park values.
- Act as a positive ambassador for Clyde Park.

The above list is not exhaustive, and the role may change to meet the overall objectives of Clyde Park.

#### Other duties

Fulfil other duties as required by management and other department personnel as requested/required.

## PERSON SPECIFICATION

#### Qualifications

- Must have a Certificate III in Commercial Cookery (SIT30816)
- Relevant experience and/or working towards a Certificate IV in Commercial Cookery or Diploma of Hospitality

#### Experience

- Minimum of 3 years of experience as a Sous Chef or Chef de Partie
- Extensive experience with Food Allergies, Special Diets and labelling.
- Awareness of and delivery of exceptional customer service

#### Skills & competencies

- Customer service focused: committed to providing exceptional customer service across all channels – written, phone and face to face.
- Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience.

- Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.
- Teamwork: willingness to assist and support others as required and get on with team members.

**Personal attributes**

- Professional approach and self-motivated to work without constant direction and supervision
- Apply flair and innovation to menu development and food presentation
- Able to perform well and remain professional whilst under pressure
- Tactful and discreet, whilst mindful of observing professional standards
- Displays a smart and professional appearance, representing Clyde Park in a positive manner
- Eager to learn new skills and a commitment to personal continuous professional development
- Adaptable and flexible with working patterns when required
- Good numeric and computer skills (Microsoft Word, Excel and Outlook essential)
- Reasonable physical fitness

**Essential Values, Behaviours and Attitudes**

- All employees are expected to actively promote and demonstrate these five core values of Clyde Park;
  1. Kindness
  2. Integrity
  3. Respect
  4. Responsibility
  5. Courage
- In addition, Clyde Park expects all staff to show ambition and display curiosity both personally and professionally.
- Clyde Park reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the business.
- In exceptional circumstances, the Candidate will be required to undertake other duties and responsibilities of a similar post to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.
- Clyde Park is committed to safeguarding and promoting the welfare of staff and young people and expects all staff and volunteers to share this commitment.
- All employees should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do.
- Staff should correctly use work items provided by Clyde Park, including personal protective equipment in accordance with training and instruction.

**Hours of Work**

- Expected to work on a roster basis, including most weekends and public holidays (as per conditions set out in individual contracts), and evenings as required.

**Other**

- Clean driving licence (desirable) or have reliable transport solutions.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

**ACKNOWLEDGEMENT**

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I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY MANAGEMENT**

.....  
Manager

.....  
Date