



WADDESDON

<b>Job Title:</b> Junior Sous Chef	
<b>Managed by:</b> Head Chef	
<b>Department(s):</b> Five Arrows Hotel	<b>Location:</b> Waddesdon

The Five Arrows Hotel is sixteen bedroom hotel situated in the Buckinghamshire village of Waddesdon. It was built in the 1870s by Baron Ferdinand de Rothschild to form part of the model village which was overlooked by his country house, Waddesdon Manor.

Today the Manor is owned by the National Trust and a large part of the activity at the property is funded by private Rothschild family trusts. The Hotel is leased by the Manor's trading company and operates as part of this commercial activity.

The Hotel's Chefs are responsible for implementing all aspects of food policy in the Hotel's AA Rosette restaurant.

The Head Chef is responsible for the food at the Hotel, and for any private functions held in other areas of the Waddesdon operation. This will be supported by the Sous Chef.

The five main areas of responsibility, and the most direct ways of assessing achievements are:-

1. **Food**

Under the direction of the Head Chef the Junior Sous Chef should:

- (a) Know that all food served is of the highest possible standard.
- (b) In conjunction with the Head Chef, select, cost and price monthly seasonal menus, and menus for special events as directed.
- (c) Take full responsibility for the preparation and serving of these menus. This would involve concentrating on home production of foods, the control of portions and minimisation of waste, and achieving the gross profit percentage set by the CEO and Hotel Manager.



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- (d) Purchase food and materials from approved suppliers ensuring their quality at all times. Ensuring correct levels of ordering to help maintain margins and cut down on waste.
- (e) Assist the Head Chef with the monthly food stocktake

Assessments can be made from feedback: from the Head Chef and Hotel Manager, from achievement of financial targets (profit margin, spend per head, etc), and by judging customer satisfaction.

## 2. **Staff/Personnel**

Assist the Head Chef to recruit, train, and motivate all kitchen staff creating a work environment that fosters individual commitment, enthusiasm and confidence. By example encouraging teamwork and collaborative action whilst emphasising the importance of individual responsibility and accountability.

## 3. **Hygiene**

The Junior Sous Chef should lead by example in “cleaning as you go”. All parts of the kitchens must be systematically cleaned, according to the schedule, and all aspects of hygiene regulations must be complied with at all times. Personal Hygiene and grooming must be to a good standard as an example to the brigade of how we operate.

## 4. **Equipment/Maintenance**

The Junior Sous Chef should oversee the use and maintenance of all equipment, notifying the Head Chef of all breakages and equipment failures.

Staff should be trained in the use of equipment, especially potentially dangerous equipment, and shown how to look after it so that nothing is abused, life is prolonged, and expenditure saved.

## 5. **Finance/Administration**

The Junior Sous Chef has responsibilities for assisting the Head Chef to:

- (a) Secure any stock, equipment and premises of the kitchens.
- (b) Ensure that every effort is made to achieve budgeted sales and operating expenditure budgets.
- (c) Comply with the financial procedures and complete returns as instructed from time to time by the Accounts Department or the CEO.



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- (d) Record as necessary and as directed by the CEO and Hotel Manager any HACCPs data, or other, to the satisfaction of the CEO, Hotel Manager and the EHO.

### Terms & Conditions

**Salary:** £23,000 plus a share of the discretionary service charge.

**Hours** A minimum of 42.5 hours per week, on a five day rota to include weekends, evenings and split shifts. Hours of work to suit the needs of the business (exclusive of breaks). If an additional day is worked to your standard rota this will be paid as overtime as your normal hourly rate

**Annual Leave:** 33 days including public holidays (25 days plus 8 bank holidays)  
36 days after 3 years' continuous service (including public holidays)  
38 days after 5 years' continuous service (including public holidays)  
40 days after 10 years' continuous service (including public holidays)

This will be pro-rated based on the actual hours worked

**Benefits:** 20 % staff discounts in our on-site Restaurant and Shops  
Matched company pension scheme up to 10% of salary  
Beautiful location working within the charity and heritage sector  
Free parking

### Application Process

Please send CV and covering letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk)

**Closing date** 29 July 2021



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