Hyndburn Borough Council

Job Description

Job Title:	Sous Chef
Hours:	37 per week including weekend working and occasional evenings
Service:	Culture, Heritage & Engagement
Agreement:	NJC For Local Government Services
Range:	Scale 8 – scp 27 – 29
Other:	Casual Car User Allowance Safety Critical role – subject to random testing under Drug and Alcohol policy Enhancement payable for unsocial hours worked

Organisational Relationships:

Reports to:	Town Centre Venue Manager / Duty Managers
Supervises:	Venue Crew members supporting café
Coordinates with:	Council colleagues, traders, customers, performers, event organisers
Customer Focus:	As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objectives:

- Lead day to day food preparation for the Market Hall café and Town Hall events.
- Deliver excellent customer service, creating a welcoming and vibrant atmosphere for visitors, traders and event attendees that drives customer satisfaction and repeat visits.
- Maintain high standards of cleanliness, organisation and excellent presentation throughout the venues, working safely and in line with health, safety and food hygiene requirements.
- Develop own skills and support others by taking part in training and development, and, where relevant, helping with the induction and training of apprentices and work experience placements.

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Main Duties & Responsibilities:

These apply to Accrington Market, and Accrington Town Hall from April 2027

1. Produce café food, develop menus, local and seasonal dishes and specials, and take responsibility for event catering from preparation through to delivery.
2. Direct assigned Venue Crew Members to assist in the kitchen with food preparation, plating, garnishing and cooking tasks, maintaining food hygiene and allergen-handling standards.
3. Maintain consistent quality, presentation and portion control.
4. Monitor stock levels and contribute to ordering.
5. Reduce food waste and make sensible use of ingredients, with a focus on fresh produce.
6. Keep the kitchen clean, organised and ready for service.
7. Prepare and deliver food for private events.
8. Help create catering menus to suit different budgets, numbers, dietary and cultural requirements, and styles of events.
9. Ensure that all food safety, hygiene and allergen procedures are strictly followed, including storage, labelling and preparation.
10. Participate actively in training, and continuous professional development to build skills.
11. Support and share knowledge with less experienced team members, apprentices and work experience placements, encouraging high standards in a supportive, non-supervisory capacity.
12. Work flexibly across all areas of the Market and at Accrington Town Hall as the portfolio expands.
13. Undertake such other duties as may be reasonably required, commensurate with the grade and scope of the post.

In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

ACCRINGTON MARKET

Accrington TOWN HALL

Hyndburn Borough Council

Person Specification

Job Title: Sous Chef			
Criteria are measured using 4 different sources: Application Form (A), Interview (I), Test (T), References (R)			
Job Criteria (Based on Job Description) ***Criteria in italics mean this is desirable***	**Essential**	**Desirable**	**Measured by**
Qualifications:			
• Food Hygiene Level 2		✓	A
• Training in allergen awareness	✓		A/I
• Professional cookery qualification at NVQ level 2 or above, **or** equivalent experience	✓		A/I
• A good standard of literacy and numeracy, sufficient for accurate stock handling, following and communication menus and recipes and clear communication	✓		A/I
• *Level 2 qualification in maths and English*		✓	A
Experience:			
• 3 years' experience as a sous chef or chef de partie	✓		A/I
• Experience working in café, restaurant or similar catering environment using fresh produce	✓		A/I
• Experience catering for large groups or events	✓		A/I
• Experience supporting, mentoring or training others in a workplace or voluntary setting.	✓		A/I
• Experience in preparation of coffees (barista)	✓		A/I
Knowledge/Skills/Abilities:			
• Excellent customer service skills with a friendly, approachable and professional manner	✓		A/I
• Knowledge of health and safety, food hygiene, allergen management and cleanliness standards in hospitality	✓		A/I
• The ability to work flexibly and adapt to changing priorities, tasks and venues	✓		A/I
• Good organisation and time management			
• Good communication and team-working skills, with the ability to work effectively with colleagues, traders and the public	✓		A/I
• Reliability, punctuality and a commitment to regular attendance and shift work	✓		A/I
• Ability to remain calm under pressure	✓		A/I
• Physical ability to perform the manual tasks intrinsic to the role, including lifting, standing for long periods and working in a busy environment	✓		A/I
• A self-motivated and proactive attitude with a positive can-do approach	✓		A/I
Additional Requirements:			

• Flexible approach to working hours including regular evening and weekend work on a rota	✓		R
• Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence).	✓		R
• A commitment to customer care and equal opportunities and an understanding of how to put these into practice.	✓		A/I

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