



JOB PACK

Sous Chef

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Introduction

We are looking for a Sous Chef to join our team who are enthusiastic about delivering great food and ensuring that the catering experience at Eden Court is the best possible.

Our building is open to the public 7 days a week from 10am until 10.30pm, during this time the café is opening serving refreshments and light snacks. Our kitchen team work 5 out of 7 days, 40 hours per week on a fixed shift pattern from 10am until 10pm.

Alongside this, we cater for a range of conference and events including our outdoor event Under Canvas which will run from 4pm until 11pm also from Wednesday to Sunday serving pizzas from our pizza oven.

Eden Court is Scotland's largest multi-arts centre. Our building spans three centuries and you can find more information about us [here](#).

What we are looking for

THESE THINGS ARE ESSENTIAL FOR ALL APPLICANTS: -

- Sous Chef level experience on a similar scale with proven track record of balancing a range of diverse requirements to a high standard.
- Delivering high standards of food for large events and under pressure
- Managing HACCP, Food Legislation and other kitchen administration effectively
- Level 3 food safety certificate
- Excellent communication skills and interpersonal skills
- Building and maintaining positive relationships with suppliers
- Great team player/member
- Good organisational and time management skills

WE IMAGINE THE IDEAL CANDIDATE WILL ALSO:

- Have strong team management skills with the ability to assist in leading a team and deputise for the Head Chef
- Good organisational and time management skills
- Ability to work flexibly according to the changing demands and needs of Eden Court
- A passion for food

Job Description

You will work closely with the Head Chef to deliver an outstanding product and meet the requirements of the business.

The role of Sous Chef includes the following duties and responsibilities:

- Create an outstanding catering experience alongside the Head Chef
- Comply with hygiene standards, fire procedures and Health and Safety legislation
- Ensure that fridges and dry stores are clean, all food is labelled and stock rotation is carried out effectively
- Ensure HACCP records are kept daily and filed appropriately using Cooksafe
- Monitor the cleanliness of the kitchen and make sure that the chefs and KPs carry out their role appropriately
- Coordinate with suppliers to ensure the most appropriate chemicals are in use and ensuring correct use and storage of all chemicals used in the kitchen as outlined in COSHH regulations
- Assist in changing restaurant menus, working closely with the Head Chef to showcase the best seasonal and locally sourced produce where possible
- Assist in writing and following recipes for each dish
- Assist the Head Chef in rota scheduling and holiday planning. In the absence of the Head Chef it will be your responsibility to monitor the staffing levels
- Lead the Visitor Experience Team effectively so exceptional customer service is provided at all times
- Carry out monthly stock counts of food stock, reporting the End of Month results to the Finance Team in the absence of the Head Chef.

THESE ARE RESPONSIBILITIES THAT ARE SHARED BY ALL EDEN COURT STAFF:

- Abiding by and promoting organisational policies, such as Equal Opportunities, Health & Safety, Safeguarding and Data Protection;
- Maintaining an environment that is safe and welcoming for participants, audiences, visitors, staff and everyone else;
- Representing Eden Court professionally at external meetings and advocating for the work we do.

Employment Details

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| JOB TITLE | Sous Chef |
| SALARY | £25,000 - £27,000 depending on experience |
| HOURS OF WORK | 40 per week |
| LOCATION | Eden Court Highlands, Bishops Road, Inverness, IV3 5SA |
| DEPARTMENT | Visitor Experience |
| LINE MANAGER | Head Chef |
| PENSION | Up to 6% Company contribution with the Peoples Pension |
| HOLIDAYS | 36 days' holiday from April to March including public holidays |
| OTHER BENEFITS | <ul style="list-style-type: none">• Complimentary and discounted tickets to events at Eden Court;• Free soup and 20% staff discount at Eden Court's café/bistro.• Employee Assistance Programme, a free confidential helpline offering legal advice and health support on a range of different issues• Free parking |

How to Apply

Please apply in writing explaining, in a letter no more than two-sides of A4, your interest in the role and telling us why you believe you would be suitable.

Please also attach a recent CV and send to: jobs@eden-court.co.uk along with the following information:

- Name
- Address
- Phone number
- Your access requirements if invited to an online interview

Please also complete [this online Equalities Monitoring form](#).

Application Timeline

DEADLINE: *Wednesday 6 April*

INTERVIEWS: *TBC*

DECISION: *ASAP*

START DATE: *ASAP*