

## Marylebone Cricket Club ('MCC')

### Job Profile

<b>Job Title:</b> Executive Sous Chef	<b>Department:</b> Catering
<b>Reporting to:</b> Head Chef	
<b>Dimensions of Role</b>	
<b>Working hours:</b> 40 hours to be worked in five shifts over seven days with one hour unpaid lunch each day.	
<b>Key Purpose of Role</b>	
To assist the Head Chef with achieving targets set by MCC on food standards, budgets, health & hygiene, food safety and staffing.	
<b>Key Tasks and Accountabilities</b>	
<ul style="list-style-type: none"> <li>▪ Constant High Standard and Presentation of food.</li> <li>▪ To deputize in the absence of the Head Chef to ensure that standards are maintained to the highest level &amp; coordinating Appraisal process for direct reports</li> <li>▪ To create seasonal menus with the Head Chef driving innovation across all aspects of food</li> <li>▪ To assist maintaining all legal Health, Hygiene and Safety records, including personal presentation &amp; hygiene.</li> <li>▪ Assist in the development of the full time &amp; Casual Workers, including training chefs on &amp; offsite. Encouraging them to visit restaurants &amp; other London based venues.</li> <li>▪ Input new ideas and food styles, product innovation to assist in maintaining customer satisfaction across M&amp;E &amp; Cricket</li> <li>▪ To be responsible for overseeing production kitchen labour, with the agreed budget and reporting back to kitchen office.</li> <li>▪ To communicate with team to ensure they all understand the parameters of the business through the Head Chef objectives.</li> <li>▪ Ensure attendance of all relevant training and development courses.</li> <li>▪ Liaise with Head Chef to ensure all work is carried out efficiently and to the agreed timescales. Planning &amp; organising, attending meetings and forecasting tools from function sheets (M&amp;E &amp; Cricket).</li> <li>▪ The ability to generate product orders on all food on Epsys based on analysing standard recipes, creating correct ingredient lists and prep sheets for the full time &amp; casual workers to work from.</li> <li>▪ Carry out recipe &amp; costings of dishes with Food Analyst during menu engineering.</li> <li>▪ Responsible for food stock, dry stores stock control, monthly stock takes &amp; wastage control</li> <li>▪ Supervise month end and event based stock takes and investigate discrepancies with Sous Chefs.</li> <li>▪ This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.</li> </ul>	

**Variations of job relating to Major Matches**

- To ensure that the kitchen team are fully equipped to operate Major Match Days
- To ensure that the ground is operated as efficiently as possible
- To maintain support across all functions of the ground

**Values and Behaviours**

- Have a positive and proactive approach to all elements of the role
- Take responsibility for own actions and outputs
- Be respectful to all MCC employees, casual workers, Members and visitors
- Actively promote team work by supporting others and sharing knowledge
- Deliver high quality work/service in a timely way

**Health and Safety**

- To work in a safe manner at all times
- To undertake 'risk assessments' as appropriate (after training)
- To communicate necessary H & S information to full time staff/casual staff/visitors/customers
- Wear and use any required protective clothing when required
- At all times be responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures
- Be familiar with fire procedures and evacuation procedures and be prepared to operate when /if trained as Fire Warden.

**Person Specifications, Skills & Qualifications****Essential**

- Strong leadership skills
- Calm, self-motivated, open minded, innovative
- Strong interpersonal skills
- Strong Culinary skills & knowledge of F&B
- Good understanding of logistics and working of multi-site operation
- Customer Service Skills
- Food Safety Level 3

**Desirable**

- Ambition, passion & enthusiasm towards work
- Motivational skills to encourage excellence
- Knowledge of MCC & Sports
- Previous experience and in a similar catering operation

**Written By** Karl Pearce**Date** December 2018**Accepted by****Date**