

## **MARYLEBONE CRICKET CLUB (MCC)**

### **JOB PROFILE**

<b>Job Title</b> Pastry Sous Chef (Maternity Cover)	<b>Department</b> Catering
<b>Reporting to</b> Pastry Head Chef	
<b>Dimensions of Role</b>  <b>Contract type:</b> Fixed Term (February 2019 - April 2020) <b>Core working hours:</b> 40 hours per week, five days out of seven (Monday to Sunday).	
<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, staffing.& training	
<b>Key Tasks and Accountabilities</b> <ul style="list-style-type: none"> <li>▪ To encourage self-development with casual chefs.</li> <li>▪ To assist goods receiving team as required</li> <li>▪ Produce a Constant High Standard and Presentation of food.</li> <li>▪ To understand the business needs and requirements.</li> <li>▪ To assist maintaining all legal Health, Hygiene and Safety records.</li> <li>▪ Assist in ensuring the highest standard of cleanliness is maintained within the kitchen.</li> <li>▪ Development of the kitchen casual &amp; logistic staff.</li> <li>▪ Input of new ideas and food styles to assist in maintaining customer satisfaction.</li> <li>▪ To carry out all reasonable tasks expected by management.</li> <li>▪ Team building exercises leading to effective MCC requirements.</li> <li>▪ To communicate within team to ensure they all understand the parameters of the business through the Head Chefs objectives.</li> <li>▪ Ensure attendance of all relevant training and development courses.</li> <li>▪ Attend weekly operations meetings when requested</li> <li>▪ Communication for any food, equipment &amp; logistic requirements to procurement manager FOH &amp; BOH managers in good time prior to all events</li> <li>▪ Receiving food deliveries ensuring that produce is correctly checked, stored &amp; delivery notes signed for &amp; passed on to procurement manager as requested</li> <li>▪ Monthly stock take.</li> <li>▪ Liaise with Pastry Head Chef &amp; Head Chef to ensure that all work is carried out efficiently and to the correct timescales.</li> <li>▪ Ensure that Casual kitchen staff are aware of the standard required.</li> <li>▪ To assist in food recipe work with Pastry Head Chef &amp; Food procurement manager</li> <li>▪ To carry out any necessary training sessions with your team</li> <li>▪ To give input with ideas in seasonal menus with Pastry Head Chef</li> </ul> <p><i>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.</i></p>	

**Variations of job relating to Major Matches**

- To ensure that you are fully equipped to operate Major Match Days.
- To assist in operating the ground as efficiently as possible
- To maintain support across all functions of the ground
- Any other duties as required whether in the Department or elsewhere around the Ground.
- Attend at all Major Matches with extended hours as appropriate.

**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 communication skills
- Calm, self-motivated, open minded, innovative
- Strong interpersonal skills
- Strong Culinary skills & knowledge of F&B
- Good understanding of food ordering & stock control
- Good understanding of logistics and working of multi-site operation
- Customer Service Skills
- Food Safety Level 2

**Desirable**

- Ambition, passion & enthusiasm towards work
- Motivational skills to encourage excellence
- Knowledge of MCC & Sports
- Smart personal presentation
- Good interpersonal & communication skills
- Solid computer skills

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