BURTON ALBION FC

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JOB DESCRIPTION

JOB TITLE	Sous Chef
LOCATION	The Pirelli Stadium, Princess Way, Burton-on-Trent, DE13 0AR
REPORTING TO	Head Chef
CONTRACT	Permanent, full-time (part time considered)
DIRECT REPORTS	n/a
JOB TYPE	Standard working week of 40 hours. Work required outside of normal office hours, at weekends, evenings and public holidays for matches and events. Time given back in lieu.

Job Summary

Responsible for the delivery of a high-quality food offering for the first team and academy; providing food and beverages of the highest nutritional value, tailored to the dietary needs of professional athletes.

Leading the kitchen team in the absence of the Head Chef, guiding and supervising junior kitchen staff during food preparation. Supporting with matchday food delivery.

The post holder will carry out food preparation and food production duties; working closely with the Head Chef. They will also be responsible for maintaining and managing the highest levels of health & safety, & hygiene standards and ensuring that the Food Safety Management is to the highest standards.

Role Responsibilities

- Working with the Head Chef to manage, plan and develop menus for the first team and academy players within agreed budgets; prepare menus and techniques for food preparation and presentation which help to assure consistently high quality and to minimise food costs.
- Have the ability to tailor individual meals for certain players in order to meet their dietary requirements, allergies or performance needs.
- Communicate effectively with the Head of Performance to develop dishes that complement the training demands of players.
- Liaise with the Head Chef and Head of Venue for ordering, checking, staffing and special requirements to deliver player food requirements. Keep updated of the weekly schedules to inform all concerned of changes.

- Available to travel with the first team on away fixtures to deliver food requirements off-site.
- Seek regular feedback from players and staff in order to evaluate food services and menus.
- Responsible for the high standards of hygiene, cleanliness and safety are maintained throughout kitchen areas at all times.
- Attend all essential management and team meetings.
- Support the Head Chef in the management of matchday food delivery; running a kitchen; managing junior chefs and kitchen assistants.
- Assist in the delivery of team training, particularly in relation to nutrition and food safety.
- Preparation, overseeing and supervising the cooking of food that requires skilful preparation.
- Evaluates food products to assure that quality standards are consistently attained.

Special Features:

- Whilst the Club is an equal opportunities employer, please note that this role requires a level of fitness suitable for being on your feet during matches/events; lifting and carrying of food and beverage items and equipment whilst organising facilities for events.
- All employees may be required to undertake any other duties as may be reasonably requested.

Health & Safety Responsibilities

- Take responsibility and care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.
- To comply with all aspects of the Club's Health & Safety Policy and arrangements, to enable the company to perform its civil and statutory obligations in relation to Health & Safety.

Safeguarding Responsibilities

- Adhering to safeguarding policies and procedures as outlined by the Club; and report any safeguarding or welfare concerns to the Designated Safeguarding Officer in the first instance.
- This position required an Enhanced DBS check due to the nature of the work involved.

Equality, Diversity and Inclusion responsibilities

- Hold a commitment to equality, diversity and inclusion in the workplace

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

Qualifications/Experience/Knowledge

- Relevant catering qualifications
- Food Hygiene Level 3
- Hospitality and Food Service Management would be an advantage
- Familiar with delivering first class service to customers.

Person Specification – Skills/Abilities

- Experience of delivering catering (ideally in entertainment or sport) or other fast paced, dynamic environment
- Strong sense of responsibility and being able to organise self and others
- Budgeting experience
- Courteous and focused in providing a consistently excellent/high standard of customer service.
- Excellent time management – being both reliable and punctual
- Highest standards of discretion and confidentiality
- Resilient, flexible and a positive attitude
- Team Player – expected to work well and communicate effectively within the team
- Ability to work without supervision when needed
- A desire to improve efficiencies, processes & working practices

Code of Conduct

The Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct (along with the Staff Handbook) makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to act wholeheartedly in the interests of the Club at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be a breach of Club rules and policies. Discriminatory, offensive and violent behaviour are unacceptable and any complaints or concerns will be dealt with and acted upon.

Equality Inclusion & Diversity

Burton Albion are committed to ensuring that equality, inclusion and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

Safeguarding

Burton Albion is committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in Club activities is of the upmost importance. The Club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters – including Safer Recruitment - carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority.

Potential applicants are advised to check on the government website (https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give) whether cautions / convictions should be disclosed as part of their application.