

## JOB DESCRIPTION

### NATIONAL COAL MINING MUSEUM FOR ENGLAND

This position is employed by National Coal Mining Museum Trading Limited, a subsidiary dedicated to supporting the National Coal Mining Museum Trust Ltd. The principle activities of the Trading Company are the provision of catering and conference facilities, retailing gifts, souvenirs, and educational items associated with the mining industry.

Your post is designed to contribute to our Strategic Objectives

#### 1. POST DETAILS

Title : Sous Chef

1.1. Location: NCMME, New Road, Overton, Wakefield

#### 2. REPORTING TO:

- Catering Manager

#### 3. SUPERVISORY RESPONSIBILITIES:

- Front of House assistant
- Front of House Assistant (Casual)

#### 4. OVERALL PURPOSE OF THE POST:

As the Sous Chef, you will support the Catering Manager in managing the day-to-day operations of the Museum's catering facility as well as overseeing catering for special events, conferences, wedding receptions and pop-up catering.

Your responsibilities will encompass maintaining exceptional standards of food quality and service, assisting in managing the kitchen's budget, monitoring expenses, and implementing cost-saving measures where appropriate.

The Sous Chef will assist the Catering Manager in the preparation, cooking, and presentation of high-quality dishes, while ensuring the kitchen operates efficiently, maintains a clean and organised work environment, and upholds health and safety standards. The Sous Chef will oversee the catering team and delivery of the offer in the Catering Manager's absence.

#### 5. SPECIFIC TASK AREAS:

##### 5.1. General Duties:

- Assist the Catering Manager in daily food preparation, including cooking, portioning, and plating.

- Manage and train kitchen staff, ensuring adherence to recipe standards and safety protocols. Collaborate with catering staff to ensure timely service and smooth operations during busy periods.
- Maintain quality control for all dishes, upholding presentation standards.
- Support food procurement, including sourcing suppliers, ordering, and stock management to ensure the kitchen is well-equipped and minimises waste.
- Coordinate with the front-of-house team for smooth service flow during peak hours.
- Assist in developing and testing new recipes and menu items.
- Ensure all health, safety, and food hygiene regulations are strictly followed.
- Foster a positive work environment that promotes teamwork, creativity, and professional growth.
- Work with Head of Commercial and Commercial Development Assistant to manage hospitality for conference and special events.
- Oversee operation of the bar as needed, ensuring responsible service of alcohol and delivering a high standard of customer service.
- Assist with the planning, set up and operation catering pop-ups at events, adapting to different service environments and ensuring a smooth customer experience.
- Work in our secondary on-site catering outlet as required, maintaining consistency across all catering areas.

5.2. Other Duties:

- Undertake other duties at a comparable level of responsibility when required.

5.3. Special Features:

- Regular weekend and Bank holiday work required, with some evenings.

6. PERSONAL CONTACT:

6.1. Internal:

- All members of the Museum staff and volunteers
- Trading Company Directors
- Trustees of the Museum

6.2. External:

- Museum visitors
- Clients
- A range of external stakeholders
- External contractors, and consultants.

7. PERSON SPECIFICATION

| Criteria                       | HOW IDENTIFIED |
|--------------------------------|----------------|
| <b>Qualifications/Training</b> |                |
| <b>Essential:</b>              |                |

| Criteria   | HOW IDENTIFIED |
|--|----------------|
| <ul style="list-style-type: none"> <li>A food hygiene certificate is essential; training will be provided if necessary</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>Certification in first aid and/or health and safety training.</li> <li>Catering qualification</li> </ul>  | A              |
| <b>Experience</b>  |                |
| <b>Essential:</b> <ul style="list-style-type: none"> <li>Minimum 1 years experience in a similar catering environment</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>Experience in leading a team of staff including training and workforce scheduling</li> </ul>   | A/I            |
| <b>Skills/Knowledge</b>  |                |
| <b>Essential:</b> <ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills with the ability to work with people from different backgrounds</li> <li>Comprehensive understanding of culinary techniques, food preparation methods, menu planning, and recipe development</li> <li>Knowledge of food safety and kitchen management</li> <li>Strong leadership and organisational skills</li> <li>Ability to work on own initiative, manage conflicting priorities, and remain calm, enthusiastic, and professional under pressure.</li> <li>Flexibility and adaptability to work in a dynamic and fast-paced environment, with some evening and regular weekend work required.</li> </ul> | A/I            |
| <b>Personal Qualities</b>  |                |
| <b>Essential:</b> <ul style="list-style-type: none"> <li>Ability to work under pressure</li> <li>Excellent teamwork and communication skills</li> <li>Creativity and a passion for great quality food and drink</li> <li>Flexibility in approach and attitude</li> <li>Personable with an ability to quickly build effective relationships with peers, colleagues, partners, and stakeholders at all levels</li> </ul>   | A/I            |

Key:

A      Application form  
I      Interview

## 8. HEALTH AND SAFETY:

8.1. In accordance with sections 7 and 8 of the 1974 Health and Safety at Work Act ensure the health and safety of all staff and resources within the post-holder's area of responsibility, i.e. delegated responsibility in relation to the post-holder's duties and personal responsibilities.

8.2. In addition, the Management of the Health and Safety at Work Regulations 1992 detail the following:

- Employees must inform their employer or supervisor of any work situation that might present a serious and imminent danger to health and safety.
- Employees must inform their employer or supervisor of any shortcomings in the health and safety arrangements, even when no danger exists.

## 9. EQUAL OPPORTUNITIES:

9.1. The post-holder's duties must at all times be carried out in accordance with the Museum's Equal Opportunities Policy and other policies designed to protect employees or the Museum's users from harassment.

9.2. It is the duty of the post-holder not to act in a prejudicial manner towards the Museum's users or employees. The post-holder should also counteract such practice or behaviour by challenging it or reporting it.