



Job Profile

Job title	Sandwich Chef
Department	Catering
Responsible to	Head Chef/Executive Chef
Responsible for	n/a
Main purpose of job	To ensure all sandwich buffets and offers, are prepared to high standards, in a timely manner, in sufficient quantities and with minimum wastage. Making certain presentation is attractive, clean and that all working and cleaning practices are within health and safety legislation.

Main duties and responsibilities

1 Operations

- Ensure Mis En Place on working sections is according to business levels of service as instructed
- Prepare and assist in preparation in food items in accordance with kitchen standards, checking for taste and quality
- Possess strong knowledge of all products and services as well as being aware of any promotions
- Measure dish ingredients and portion sizes accurately
- Dealing with deliveries and stock rotation
- Adhere to opening and closing procedures
- Always try to minimise breakages and losses
- Correct and proper set up of all stocked areas at all times
- Responsible for cleaning areas and equipment marked on cleaning rotas for chefs
- Inform management team of any operational issues

2 Quality

- To follow and ensure kitchen standards, procedures, health regulations, recipes, portion control and cleaning schedules
- Control of appearance of food on public display

3 Customer service

- Provide, maintain and improve good customer service
- Ensure a sound working knowledge of the organisation, understanding the site wide activities across St Martin's

4 Performance and personal development

- Build a strong working relationship with the Catering team and cross site team
- Fulfil all instructions by any member of the management team
- Attend all department, whole site and general meetings

5 Health and safety

- Maintaining high standards of hygiene

- Responsible for cleaning areas and equipment marked on cleaning rotas for chefs
- To ensure that any waste needed for recycling is passed on to kitchen assistants for correct disposal
- Follow HACCP schedules
- Full understanding of HACCP and COSHH
- Assist when required in ensuring the following Kitchen hygiene, fridge temperatures am/pm, analysis of food sales, cleaning rotas and budget controls

6 This is not an exhaustive description of the job, aspects will change over time and the jobholder is expected to contribute to its development and progression.

Nature and scope of the job

Visitors to Café in the Crypt, and The Courtyard at St Martin’s are delighted by the range, choice and options available when they arrive to experience one or both of the Café’s or when attending an Event, private function or conference. An amazing venue in the heart of London which offers great value, freshly cooked food, a unique venue for entertaining and a TripAdvisor Certificate of Excellence.

The Café is open every day (except for Christmas and Boxing Day), generally from 10.00 to 21.00 serving a range of breakfasts, lunches, dinners and afternoon tea. On top of this, the Café is host to a weekly Jazz night and many daytime and evening events, functions and conferences.

This is a newly designed role, dedicated to preparing the sandwiches and buffets for our Café, events and conferences. You will need to bring skills and a fantastic attitude to ensure that food goes out on time and to the high standards we expect.

Your development is important to us and objectives are set at your appraisal or one-to-one meetings and will assist you in your development within your role.

Knowledge, skills and abilities

To be effective in this role you will need to demonstrate knowledge of the following, including formal training where appropriate:

- Enthusiastic and passionate about food
- Good understanding of health and safety procedures, food safety and allergens
- Ability to deliver excellent customer service to the whole team and customers
- Excellent clear communication and organisational skills
- Ability to respond calmly and confidently to last minute challenges
- A team player with an interest in people, who enjoys working with others within a large and varied organisation
- Demonstrate a real attention to detail and excellent timekeeping

On top of this you will need to:

- Work in sympathy with the ethos and values of St Martin’s
- And be, energetic, passionate, driven and ambitious, with the right attitude!

Signed by employee: _____
Date: _____

Signed by manager: _____
Date: _____