

JOB DESCRIPTION

JOB TITLE: Sous Chef

RESPONSIBLE TO: Head Chef

DATE PREPARED: September 2025

1 JOB PURPOSE

The Hepworth Wakefield Café operates across the gallery and garden cafés and caters for various events held at The Hepworth Wakefield. The café offers a seasonal and sustainable menu that champions local suppliers. The catering offer provides vital income to The Hepworth Wakefield ensuring the gallery's continued viability and sustainability.

The Sous Chef works closely with the Head Chef to support the kitchen operations and food service within The Hepworth Wakefield Café and is responsible for the preparation and service of a variety dishes during service and occasional evenings / other catered events to the highest standard. To further support the kitchen operations, you will assist with storing food deliveries, maintain a clean kitchen and work closely with the wider café team to deliver a smooth-running and profitable service.

2 KEY RESULT AREAS

- To lead the service when required, overseeing the shift from start to finish including closing down.
- To support the Head Chef with leading the service when required.
- To accept and store food-based deliveries while adhering to company procedures. To prepare, cook and serve dishes during lunch service, occasional evenings and catered events to a consistent high standard that has been set by the Head Chef. While doing this, you will maintain a tidy and clean working environment.
- Work efficiently and effectively to deliver a timely service, being aware of peak times during service.

- To support the Head Chef with creating daily preparation lists and order lists, while monitoring stock levels and current trends in café sales. While doing this, you will understand the importance of good stock management, and how this enables the kitchen to meet gross profit margins.
- Adhere to company procedures in regards to temperature checks, food allergens, food labelling and dating, cleaning schedules, opening and closing checklists, and hygiene regulations at all times, ensuring that all records of such are maintained.
- Use machinery as shown and trained to ensure equipment is used safely and in accordance with legislation, reporting any equipment issues to the Head Chef.
- Assist with seasonal menu planning, while taking in to consideration current trends, previous recorded wastage, seasonality and sustainability.
- Work closely with colleagues to maintain a positive and supportive culture in the café and kitchen.
- Any other duties as reasonably requested by the Head Chef or Catering Manager.

3 ADDITIONAL INFORMATION

We are committed to improving diversity and tackling systemic racism within our organisation and we expect all our employees to share this commitment and help us to achieve these goals.

Carry out all duties in accordance with our Equal Opportunities, Access, Employment and Health and Safety Policies.

4 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

E = Essential D = Desirable

Experience working as a Commis or Junior Sous Chef in a café or restaurant setting.	E
A passion for preparing and serving high quality food and drink.	E
A commitment to delivering excellent customer service.	E
Able to work well under pressure maintaining a cool, efficient and professional demeanour.	E
Confident, enthusiastic, efficient and results-driven.	E
Good people skills, enabling good working relationships with those in your team and across the organisation.	E
Genuine interest and knowledge of the work of The Hepworth.	D
Well organised and able to follow work routines with minimal supervision.	E
A commitment to anti-racism, diversity & equality in the workplace.	E

5 BASIC TERMS AND CONDITIONS

- Full-time or part-time, up to 37 hours per week on a rota, including weekends.
- £25,570 per annum.
- There may be an occasional requirement for additional hours for which TOIL will be granted.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days. The leave year runs from 1 April to 31 March.
- New employees meeting the criteria will be auto-enrolled into a pension scheme run by Royal London, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.