

Position Description

Title	Sous Chef	Date Prepared	May 2026
Reports to	Head Chef	Approved by	HR

Main Purpose of Role

Ensure an efficient, professional and profitable operation with high quality presentation of product and delivery of service to all clients is maintained at all times, whilst maximising team motivation and development. Analyse all food cost of goods, product and service concepts, kitchen brigade efficiencies, team performance. Accountable for the overall food operation whilst mentoring head chefs to become strong leaders within the company.

Key Responsibilities

People Management

- Provide hands on assistance with the day to day training of chefs and junior team members
- Ensure that company policy is fully briefed and understood during induction and fully adhered to at all times

Operational Standards

- Monitor the kitchen cleaning rosters at all times and ensures cleaning check lists are being completed
- Achieve and maintain excellence in food service standards and methods used by Head Chefs & Venue Management
- Ensure personal knowledge of the market quantities available, standard of foods & seasonal market trends
- Work closely with all venues to enhance preferred suppliers, procedures & operational efficiencies

Communication

- Maintain a good rapport & working relationship with staff within the venue
- Participate in all meetings as requested by Head Chef

Work Health Safety (WHS) and Wellbeing

- Ensure the best practise of Hazard Analysis Critical Control Points are adopted
- Maintain and enforce Trippas White Group policies relating to fire, hygiene, health & safety
- Adhere to all legislative requirements relating to food, industrial relations and the aforementioned
- Manage and recommend appropriate action for all repairs and maintenance of kitchen equipment, fixtures and fittings
- Accountable for total kitchen security
- Ensure all kitchen machinery has proper operation procedures in place and all kitchen team members are trained in the correct operating procedures
- Ensure all team members are trained in current hygiene and food regulations, and sanitation and cleaning procedures

Measurement of Success

Key Result Areas (KRA's)	Key Performance Indicators (KPI's)
Profitability	• Achieve profit results in line with budget – Kitchen wages as a % of revenue – COGS as a % of revenue • Meet budget targets in relation to: – Revenue – gross profit – contribution – and EBITDA
Customer Satisfaction	• Complaints dealt with promptly and amicably • Repeat Business is secured • Industry Recognition and Awards
Compliance	Compliance with (including but not limited to): • Trippas White Group Policies and Procedures • Food Safety Regulations • Federal and State Industrial Relations • WH&S • WorkCover • Immigration
Internal Procedures	• HR & Payroll processes are complete and up to date • Code of Conduct is adhered to rigidly • Preferred Suppliers Policy is adhered to • Purchasing and Goods Receipting Compliance • Company Policy and Procedures are understood, promoted and followed

Acceptance

I, _____, have read and understood the responsibilities contained within this document.

I understand that this position description is a broad reflection of my responsibilities and goals and not a prescriptive list of every task I will perform throughout the course of my employment. I agree to this position description being revised on a regular basis to ensure relevance, currency and appropriateness.

SIGNATURE: _____

DATE: _____