

The Cheltenham Trust

Recruitment Pack

Sous Chef

THE
CHELTENHAM
TRUST

Vision

To be a catalyst for a thriving and inclusive Cheltenham, where culture, heritage, sport, and leisure create meaningful social value, improve wellbeing, and bring people together through strong community partnerships.

Mission

To engage, inspire and support Cheltenham's residents and visitors through accessible cultural, heritage, sport, and leisure opportunities. Our work contributes to enriching people's lives, wellbeing, learning and creativity while supporting local economic growth and working in partnership with Cheltenham's communities.

Values and Behaviours

Values	Behaviours
Community Voice We work with communities, not just for them.	Co- creating and closing the loop
Inclusivity Differences are our strengths	Making belonging a daily habit
Collaboration and Partnerships We achieve more together	Working as one Trust with our partners
Continuous Learning We grow and improve together	Learning, experimenting and improving
Protecting our Environment We act for the planet in every choice	Including the environment in every decision

The Role

Job title: Sous Chef

Location: Food and Beverage Team

Reports to: Head Chef

Hours: 40 hours per week to be worked on a rolling rota: will include evenings, weekends and some bank holidays to meet operational requirements.

Salary guide: £32,000 to 35,000 dependent on experience

Responsible for: Kitchen Team when leading shifts

Purpose

- Deliver exceptional food experiences that enhance The Cheltenham Trust's venues and contribute to welcoming, memorable visits for all guests.
- Lead the kitchen team with hands-on, positive and inclusive leadership that supports collaboration, confidence and professional growth.
- Champion food quality and safety by upholding the highest standards in cooking, presentation, hygiene, HACCP and allergen management.
- Support sustainable, efficient operations through effective stock control, cost management, portion consistency and waste reduction.
- Contribute to creative menu development across cafés, hospitality and events, helping shape offerings that reflect local produce, seasonal inspiration and Trust values.
- Strengthen cross-team collaboration by ensuring clear communication and seamless coordination between kitchen, front-of-house and wider Food & Beverage teams.
- Provide dependable leadership in the Head Chef's absence, maintaining service excellence, operational continuity and a calm, supportive environment.

About the Role

This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.

The Sous Chef is a key member of our Food & Beverage Leadership Team, helping to shape and deliver an ambitious food offer across The Cheltenham Trust's distinctive venues. It is a genuinely varied role, spanning community cafés and everyday visitor experiences through to weddings, major events and banquets for up to 400 guests. No two services are quite the same.

Working closely with the Head Chef, the Sous Chef combines hands-on food production with confident team leadership. They help ensure that every service is delivered safely, efficiently and to a consistently high standard, with responsibility for food quality, presentation, cost control, stock management and waste reduction. In the Head Chef's absence, they take the lead in the kitchen, providing clear direction and maintaining excellent standards throughout the operation.

This is an opportunity for an ambitious chef who wants to develop their leadership skills, broaden their experience and play a meaningful part in the future of food and hospitality at the Trust. We are looking for someone who brings ideas, energy and pride to their work, enjoys supporting others to succeed and is excited by the challenge of delivering everything from accessible community offers to large-scale, high-quality event catering.

As the Trust delivers its five-year strategy, food and hospitality will have an important role in creating welcoming community spaces, supporting memorable celebrations and events, strengthening the visitor experience and building a financially and environmentally sustainable organisation. The Sous Chef will help turn those ambitions into everyday practice, contributing to food experiences that create joy, connection and belonging for our customers, communities and colleagues.



Key Responsibilities

This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.

- Lead daily kitchen operations by supervising the team during service, production and events, ensuring a positive, collaborative and visitor-focused working environment.
- Deliver consistently high-quality dishes prepared, cooked and presented to agreed recipes and standards that reflect the Trust's commitment to excellence.
- Support menu development across cafés, hospitality, functions and seasonal offerings, contributing ideas that enhance visitor experience and celebrate local, sustainable food.
- Champion food safety through rigorous hygiene practices, HACCP compliance, allergen management and adherence to health & safety standards.
- Maintain accurate kitchen records including food safety logs, temperature checks and cleaning schedules, ensuring all documentation is completed to required standards.
- Support stock management through ordering, rotation, stocktakes and effective storage, helping safeguard resources and reduce waste.
- Monitor costs and reduce waste by overseeing portion control, food costs and wastage, taking proactive steps to minimise unnecessary expenditure
- Coordinate production across venues ensuring smooth communication and alignment between the Central Production Kitchen and all catering sites.
- Develop and support the kitchen team through training, coaching and mentoring, helping colleagues grow skills and confidence in line with Trust values.
- Strengthen cross-team communication between kitchen, front-of-house and wider Food & Beverage teams to ensure seamless service and shared ownership of visitor experience.
- Deliver high-quality hospitality and events through reliable, organised and guest-focused catering support.
- Maintain safe, clean and organised kitchens that reflect pride in our venues and create a positive environment for colleagues and visitors.
- Report operational concerns promptly including equipment issues, staffing needs or food safety risks, ensuring swift action and continuous improvement.
- Deputise for the Head Chef when required, leading the kitchen with confidence, consistency and alignment to the Trust's culture and standards.

Essential Requirements: Qualifications, Skills, Abilities and Experience

- Proven experience in a professional kitchen at Sous Chef, Junior Sous Chef or experienced Chef de Partie level, demonstrating readiness to contribute to a high-performing, visitor-focused food operation.
- Strong practical cooking skills with the ability to produce consistently high-quality dishes that reflect pride, creativity and attention to detail.
- Solid understanding of food safety, hygiene and allergen management, ensuring safe, inclusive and welcoming experiences for all visitors.
- Knowledge of stock and cost control including portion management and waste reduction, supporting sustainable and responsible use of resources.
- Ability to lead and motivate colleagues, fostering a positive, inclusive and collaborative kitchen culture aligned with Trust values.
- Strong organisational and communication skills that support smooth service, clear teamwork and effective coordination across all catering operations.
- Resilience and adaptability under pressure with the ability to work confidently across cafés, hospitality, events and multi-site operations.
- Flexible approach to working patterns including evenings, weekends and event support, contributing to a reliable and guest-focused service.



Desirables

- Formal food safety training such as Level 2 Food Safety, demonstrating commitment to safe, inclusive and responsible food practices.
- Relevant culinary qualifications including NVQ, City & Guilds or equivalent, supporting professional growth and high-quality food production.
- Experience across diverse catering environments such as multi-site operations, contract catering, cafés, hospitality or events, bringing adaptability and breadth of service knowledge.
- Familiarity with Central Production Kitchen operations and the ability to work confidently within a structured, high-volume production setting.
- Full driving license.



What Success Looks Like

- Visitors consistently enjoy exceptional food experiences that enhance their time across Trust venues, with dishes that are beautifully prepared, safe, and aligned with the Trust's standards of excellence.
- The kitchen team feels supported, motivated and confident through positive, inclusive leadership that encourages growth, collaboration and pride in their work.
- Food safety and hygiene are exemplary, with consistently accurate records, strong allergen management and a culture of proactive compliance.
- Operations run smoothly and efficiently with well-managed stock, controlled costs, reduced waste and thoughtful stewardship of resources.
- Menus evolve creatively and responsibly, reflecting seasonal inspiration, local produce and ideas that elevate the visitor experience across cafés, hospitality and events.
- Communication across teams is seamless, ensuring strong coordination between kitchen, front-of-house and wider Food & Beverage teams, resulting in calm, organised and guest-focused service.
- The kitchen remains stable and high-performing in the Head Chef's absence, with consistent standards, confident decision-making and a supportive environment for colleagues.

How to Apply

If you are interested in applying for the Sous Chef role, please send your CV to
recruitment@cheltenhamtrust.org.uk