



Position: Sous Chef
Department: Food and Beverage Kitchen
Reports to: Executive Chef or Other Department Manager or Director

General Purpose:

Assists in the direct supervision of culinary staff, food production, scheduling, training, maintaining quality standards and food cost control so as to create quality food products.

Essential Duties:

- ◆ Oversees and manages food preparation for a specific area of the kitchen (i.e. restaurant line, banquets, shifts). Supervises and ensures production of consistently high quality food.
- ◆ Adheres to established control procedures for cost and quality such as food production charts, par inventories, standardized recipes, use records, food costing sheets, etc. Ensures that all recipes are followed and prepared on a consistent basis.
- ◆ Monitors and checks the maintenance of all kitchen equipment daily.
- ◆ Maintains and directs a quality sanitation program.
- ◆ Maintains and implements daily food prep lists.
- ◆ Assists Executive Chef with the ordering of all food products.
- ◆ Assigns duties to associates for efficient operation of the kitchen.
- ◆ Maintains and evaluates existing food concepts. Assists in the development of new food concepts.
- ◆ Assists in the achievement of budgetary objectives for the Food and Beverage Department.
- ◆ Process requisitions for supplies quickly and accurately.
- ◆ Trains and supervises associates in the proper preparation of menu items and operation of equipment. Assists in developing ongoing training programs.
- ◆ Ensures proper receiving, storage (including temperature setting) and rotations of food products so as to comply with health department regulations.
- ◆ Assists the Manager in interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates: addressing complaints and resolving problems.

- ◆ Assists in the management of department members that may include, but is not limited to: Cooks, Stewards.
- ◆ Regular and reliable attendance.
- ◆ Incorporates safe work practices in job performance.

Education/Experience:

Certificate from college, technical school or accredited facility; or three to six months related experience and/or training; or equivalent combination and experience.

Physical Demands:

Frequently stands and walks; uses hands; talks or hears. Regularly reaches with hands and arms, tastes or smells. Occasionally sits and stoops, kneels crawls or crouches. Frequently lifts up to 25 pounds and occasionally lifts up to 100 pounds.

Environment/Noise:

Occasionally works in wet or humid conditions (non-weather); may come into contact with toxic or caustic chemicals. Occasionally works in extreme cold or heat (non-weather); may work in outdoor weather conditions. Noise level is moderate.

Certificates/Licenses:

Food Safety and Sanitation Training

Job Knowledge, Skill, and Ability Preferences:

- ◆ Ability to read and speak English may be required in order to perform the duties of the job (e.g. the associates may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).
- ◆ Knowledge of accepted sanitation standards and applicable health codes.

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.

NOTE : THIS JOB DESCRIPTION IS NOT EXHAUSTIVE AND THE MANAGEMENT RESERVES THE RIGHT TO ADD, DELETE OR REPLACE JOB TASKS FROM TIME TO TIME

ISSUED BY: HEAD OF DEPARTMENT

NAME AND SIGNATURE:

DATE : _____

RECEIVE AND ACKNOWLEDGE BY:

(_____)

I HEREBY UNDERSTAND THE ABOVE JOB DESCRIPTION AND WILL PERFORM IN ACCORDANCE TO ALL REQUIREMENT AS STATED.

SIGNATURE AND DATE: _____

FOR HUMAN RESOURCE USE ONLY:

RECEIVED BY: _____

FILED ON: _____
