

Job Description

POSITION: SOUS CHEF

NATURE OF WORK

Direct and participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods which meet the restaurant's specifications, while maintaining a sanitized and orderly kitchen.

MINIMUM QUALIFICATIONS

Education and Experience

- Upscale dining and kitchen management experience (unless being promoted from within the organization)
- ServSafe Manager certification (if not passed at the time of hire, must be acquired within the first 6 months of employment or promotion to the Sous Chef role)

Knowledge, Abilities, and Skills

- Ability to accomplish multiple tasks simultaneously and under pressure
- Ability to interact well with others and as part of a team
- Mature, highly motivated team player with an eagerness to learn
- A positive attitude
- A keen attention to detail & sense of initiative
- Ability to lift 40 pounds
- Ability to maintain professionalism at all times
- Ability to effectively manage fellow employees

SUPERVISION RECEIVED

The Sous Chef is overseen by the Executive Chef, General Manager & Assistant Restaurant Manager.

SUPERVISION EXERCISED

The Sous Chef is a manager within the Company.

POSITION REQUIREMENTS

Execution of Food During Service

- Determine how food should be presented and create visually appealing food presentations which conform to the standards set by the Executive Chef

- Food should be prepared to meet restaurant specifications, recipes & taste quality
- Ensure prompt and precise delivery of all food items
- Be knowledgeable about all menu items and their ingredients
- Handle food allergies in accordance with restaurant mandated guidelines

Food Preparation

- Prepare food items efficiently and in a timely manner
- Check the quality of raw or cooked food products to ensure that standards are met, including maintaining proper temperature guidelines
- Develop specific goals and plans to prioritize, organize, and accomplish your work
- Estimate amounts and costs of required supplies, such as food and ingredients per dish so that food costs can be consistent over time
- Follow a strict inventory management system that ensures that the appropriate levels of all items are maintained at all times
- Ensure that all recipes, food preparations, and presentations meet the restaurant's specifications.

Attendance & Punctuality

- On-time, dressed in job-appropriate attire, well-groomed and ready to work at your scheduled starting time
- Follow the schedule as set by the manager and exhibit responsibility for punctual attendance at all scheduled shifts unless otherwise agreed upon
- Complete all shifts in their entirety

Managerial Skills & Leadership

- Identify the developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge and skills
- Provide employee performance information to supervisors, co-workers, and subordinates
- Provide information to supervisors regarding the daily operations of the business
- Provide guidance and direction to subordinates, including setting performance standards and monitoring performance
- Instruct cooks or other workers in the preparation, taste quality, cooking, garnishing, and presentation of food
- Supervise and coordinate activities of cooks or workers engaged in food preparation
- Maintain the appropriate level of professionalism with all team members
- Develop and uphold a consistent & diligent management approach
- In the absence of the Owner Operators and Assistant Restaurant Manager, oversee dining room activities to ensure standard compliance and responsible alcohol service

- Hold a daily pre-meal meeting with staff to discuss daily inventory levels, sales goals & specials

Initiative

- Effectively communicate with managers regarding restaurant operations
- Plan in advance what needs to be prepped in the kitchen for the day and for the week
- During slower periods of business, prepare appropriate menu items without the involvement of the Chef
- Brainstorm solutions to ongoing restaurant issues as necessary and appropriately warranted

Acceptance of Constructive Feedback

- Accept constructive feedback appropriately and professionally, with a keen understanding that the long term goals of the business are critical
- Respect managers upon acceptance of constructive feedback

Improvement of on Feedback

- Upon receiving constructive feedback, make improvements upon such guidelines as stated by the manager
- Exhibit continuous and long term improvement over time on performance feedback

Side Work & Cleaning Quality

- Maintain an orderly, clean kitchen at all times
- Take initiative to undertake larger kitchen cleaning projects during slower periods of business or as needed independently of the Chef's involvement
- Following service, all sidework and cleaning must be followed in accordance with cleaning checklist

Upholding Food Safety Standards

- Monitor sanitation practices to ensure that oneself and fellow employees follow all standards and regulations
- Regularly inspect supplies, equipment, or work areas to ensure conformance to established standards
- Exhibit knowledge of correct food storage, consistent labeling & diligent sanitizing
- Required to be knowledgeable about all proper food handling & sanitation procedures (attached)

Professionalism

- Uphold a professional working relationship with all team members, even during periods of slower business
- Remain in the kitchen area at all times; kitchen employees are not permitted to reside in the dining room or behind the bar
- Sous Chefs are not permitted to fraternize with subordinates outside of work, with the exception of work related functions or planned company outings facilitated by the owner

Relationships with Co-Workers & Teamwork

- Encourage and build mutual trust, respect, and cooperation among team members
- Develop constructive and cooperative working relationships with others, and maintain them over time

Attitude

- Maintain a positive attitude even in difficult situations

GROOMING AND UNIFORM

- Maintain a habit of washing your hands as much as possible.
- Keep your hair neat & clean. If long, a hairnet or hat should always be worn.
- Cover coughs and sneezes properly and then wash your hands.
- Always maintain clean and short fingernails. Nail polish should not be worn.
- Professional chef attire should be worn, as well as safe kitchen shoes made with non-slip soles and sealed non-melting uppers.
- Jewelry should not be worn, with the exception of a solid band ring.