

POSITION DESCRIPTION

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| POSITION TITLE: | DATE: |
| Sous Chef | 24 th July 2023 |
| REPORTS TO: | APPROVED BY: |
| Head Chef | President & CEO |
| JOB OVERVIEW | |
| <p>The Sous Chef will report to and work closely with the Head Chef in effectively executing the day-to-day responsibilities of the organization’s Tea Room. S/he will play a pivotal role in supporting the Head Chef in achieving the goals of the Tea Room. In doing so the Sous Chef must possess a strong degree of supervisory and organizational skills and he/she must be able to provide supportive leadership to the Head Chef, particularly in his or her absence. The Sous Chef will also be largely responsible for assisting with overseeing all kitchen activities, staff related matters, kitchen safety practices, food preparation and execution methods and inventory and supply related matters.</p> | |
| KEY DUTIES AND RESPONSIBILITIES | |
| <p><u>Key Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • Ability to develop new and creative menu options based upon customer demands, seasonal changes and unanticipated demands within the industry/restaurant. • Actively assist with meal planning and preparation for a variety of meal designs. • Capable of preparing meals and food items that meet the specifications of the restaurants and guest in a timely manner. • Fill in and assume all responsibilities of the Head Chef in his or her absence. • Monitor and record inventory as needed and assist with the ordering and collection of new supplies. • Consistently provide support to junior kitchen staff in a number of areas including but not limited to menu planning, food preparation, cooking, dish plating, food safety etc. • Ability to properly measure kitchen ingredients, establish appropriate food portions, manage and ensure a sanitized work environment and follow and enforce proper standards and procedures within the restaurant. • Work alongside the Sous Chef in ensuring the cost effective, efficient, and profitable operations of the restaurant in its entirety. • Knowledge in using a variety of kitchen tools and equipment competently and without supervision. • Create schedules for kitchen staff to meet the ongoing demands of the restaurant. • Responsible to spearheading the opening and closure of the restaurant under the directives of the head chef. • Address and resolve customer related issues in a responsible and swift manner. | |

- Assist with identifying and training new kitchen staff who may be a potentially good fit for the restaurant.
- Great organizational skills and the ability to manage staff.
- Make use of administrative skills to assist with day to day operations of the restaurant.
- Fully familiar with the menu and any ongoing specials.
- Assist in putting away groceries.
- Must adhere to safety guidelines to prevent injury on the job.
- Ability to work shifts as needed.
- Must be able to assist within all areas within the restaurant as well as cross train when necessary.
- Any other duties assigned by the Head Chef.

KNOWLEDGE & REQUIRED SKILLS

Job Related Competencies & Skills

- Self-aware, self-managed and self-motivated
- Professional in conduct, deportment and dress
- Must be able to stand for extended periods of time.
- Sound knowledge of industry health and safety standards.
- Displays polished interpersonal, written and oral communication skills.
- Committed to professional development and growth.
- Leadership Skills & ability to work as a team.
- Fully knowledgeable about the organization, committed to the vision and able to represent the organization effectively.
- A driver's license and a good driving record.
- Capable of reading and planning menu/nutritional labels
- Experience using hand kitchenware and culinary appliances.
- Sound Problem-solving & troubleshooting skills.
- Ability to work effectively and competently when unsupervised.
- Keen eye for detail
- Reliable and trustworthy.
- Excellent Time Management Skills
- Flexible and Adaptable
- Physical stamina and dexterity
- Must be able to lift up to 50 pounds.

EXPERIENCE & QUALIFICATIONS

Educational Requirements

- Associates degree in Culinary Art/Science or related field.

Experience & Skillsets:

- A minimum of five (5) years experience as a Sous Chef.
- Experience with supervising staff within a kitchen setting.
- Sound understanding of Microsoft Office applications.
- Experience in the hospitality & culinary industry and fine dining practices.

Acknowledged and agreed by:

Date: