



JOB DESCRIPTION

POSITION TITLE: **Sous Chef**

DEPARTMENT: **Whitney Oaks Culinary Outlet**

STATUS: **(Salaried)**

REPORTS TO: **Executive Chef**

Position Summary:

Performs responsibilities in accordance with all company standards, policies, and procedures. Always conducts self in a manner that reflects a positive professional image. Actively participates with staff to cook, prepare, dish-up and assemble food stations and banquets. Adheres to control procedure for food costs and quality. Encourages and abides by all health codes and hand washing guidelines. Prepares all food items according to standard recipes and menu to ensure consistency of product to the guest. Prepares mise en place items for preparations to coincide with menus. Coordinates and directs activities of kitchen personnel engaged in preparing and cooking foods in the restaurant and banquet events during assigned shift. Also engages in the preparation on cooking of food items. Has authority to hire, transfer, suspend, promote, discharge, assign, or reward other Team Members subordinate to their position, under consultation with the executive chef. Majority of the production may include frying, sautéing, griddling, carving, broiling, and steaming all meats, fish, vegetables and poultry, or another special needs of the culinary department.

Essential Functions:

1. Practices, supports and promotes Whitney Oaks “*Winning Attitude*” *Core Values* and demonstrating AAA Four Diamond Service Standards at all times.
2. Coordinates, trains and oversees kitchen staff in meal production, preparation and presentation from kitchen to floor (including layout of buffets and cooking stations, outside events), with responsibility for maintaining quality and quantity control.

3. Operates and oversees use of appliances. Contacts appliance repair service with TVCR & UAIC engineering.
4. Places daily orders to ware house, Garde Mange, Bakery & direct through JD Edwards.
5. Provides input and suggestions to menus.
6. Works various schedules & shifts and cross-trains in other areas. Works on rotating schedules for coverage of Room Chef & Sous Chef positions
7. Maintains standards of sanitation, kitchen hygiene, and food service techniques and safety. Checks the quality of raw and cooked food products to ensure that standards are meet.
8. Instructs Team Members in the preparation, cooking, garnishing, and presentation of food according to recipes and timelines.
9. Supervises and coordinates activities of cooks and workers engaged in food preparation, cooking, and serving meats, sauces, vegetables, soups, and other foods to ensure quality. Monitors Team Members' work performance.
10. Spot checks product & addresses any issues.
11. Requisitions stock, materials, supplies and/or equipment.
12. Displays knowledge of all emergency procedures.
13. Follows set schedules and specific job duties.
14. Maintains personal grooming and uniform standards pursuant to Whitney Oaks Appearance Policy.
15. Treats each Team Member with care, dignity, fairness and respect in accordance with Whitney Oaks Policies.
16. Displays and encourages teamwork in the department.
17. Communicates on a consistent basis with all managers. Keeps them abreast of all department activities
18. Adheres to all policies and procedures as set forth by Food & Beverage Manager & Executive Chef
19. Follows SOPs, recipe books and guidelines and has all necessary supplies to provide consistency and quality.
20. Maintains cleanliness, safety and sanitation standards in accordance with department policies and those of the County Health Department.
21. Ensures that kitchen areas and equipment are in good working order and that the work area is clean and hazard-free. Notifies a supervisor immediately if kitchen and equipment are not in good working order.
22. Conduct corrective counseling as needed and yearly evaluations along with monthly one on ones with TM's

23. Responsible for all financial issues (e.g. P&L and G&L).
24. Works under direction of Executive Chef, works on costing in multiple outlets for food cost & labor cost analysis for cost & labor reductions including recipe costing. Assists all outlets during holiday & special event peak periods including concert series.
25. Other duties as needed will be assigned.

Minimum Qualifications:

1. Minimum of 3 to 4 years of culinary experience.
2. Ability to communicate effectively with Guests, Team Members and Management in both written and verbal form.
3. Must manage time effectively with minimum supervision. Ability to handle high pace production
4. Must be able to handle constructive criticism and be willing to continuously improve.
5. Must possess and demonstrate great attention to detail in order to maintain unit's appearance and operating standards while using good judgment.
6. Ability to work hands-on in any kitchen environment, including those involving a three-meal period and high volume production
7. Requires reading and math skill for recipes and measurements. Ability to read, write, speak and understands basic English in order to read recipes and communicate with other Team Members.

Physical Requirements:

1. Requires normal, corrected vision range, the ability to distinguish letters, numbers, and symbols.
2. Ability to lift up to 50 lbs, push 150 to 250 lbs on a pushcart, and enter walk-ins of -10 degrees to 140 degrees with or without assistance. Handle heat from cooking appliances, food and washing materials.
3. Ability to stand for duration of shift, walks frequently, bend and reach to a height of 6 feet with or without assistance.

Work Conditions:

Work may be performed indoors or outdoors and involve continuous exposure to high and low temperatures, sunlight, wet surfaces and noise. Team Members may be required to stand, walk, lift, reach, push, pull, and grasp. These tasks include the maintenance and care of assigned area. Work may entail trained chemical usage. Constant contact with fellow Team Members and guests.

Important Notices:

- * This job description is not an exclusive or exhaustive list of all job functions that a Team Member in this position may be asked to perform from time to time. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the property.
- * The applicant is required to sign this document in the space provided below, acknowledging receipt and comprehension of this job description.

Dept. Representative Name & Title

Team Member's Name (please print)

Dept. Representative Signature

Team Member's Signature

Date

Date