



B. HOSPITALITY CO

JOB DESCRIPTION

TITLE: SOUS CHEF

REPORTS TO: EXECUTIVE CHEF

FLSA: EXEMPT

POSITION OBJECTIVE: The Sous Chef oversees and coordinates daily activities and operations of cooks and other employees engaged in preparing and cooking food products.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Trains and develops kitchen staff; trains cooks/kitchen staff in the importance of consistency in preparation and presentation.
- Establishes procedures, prepares and coordinates schedules, and expedites workflow.
- Ensures that level of quality, portion control, and plate presentation is adhered to consistently.
- Assists with hiring, training, and motivating kitchen staff.
- Models and creates a culture in which the customer is always right
- Prepares a variety of cuisine utilizing skill and creativity.
- Checks employees on personal hygiene, uniforms, fingernails, haircut, shaved.
- Spot-checks every working place of cooks and utilities, including storing areas, fridges and dust bins in for cleanliness.
- Organizes and implement weekly staff schedules.
- Ensures all necessary reports and forms are completed daily.
- Monitors stock levels and stock quality.
- Utilizes labor effectively to meet budgets; keep close watch on food costs and other kitchen expenses.
- Enforces all labor laws (federal, state and local).
- Performs other duties as assigned by Supervisor.

QUALIFICATIONS/SKILLS:

- Possess strong leadership, communication, organization and relationship skills.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail in fast paced environment.
- Capable of producing a consistent product in a timely manner.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Ability to effectively communicate with people at all levels and from various backgrounds; bi-lingual in Spanish a plus.

EDUCATION AND/OR EXPERIENCE:

- Culinary Degree
- Experience in a fast-paced full service restaurant kitchen required
- 2-4 years in a culinary management position in an upscale full service environment