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| **Job Title:** | **Sous Chef** | **Division:** | Restaurant |
| **Reports To:** | Head Chef | **Original Date:** | January 2021 |
| **Number of Direct Reports:** |  | **Revision Date:** |  |

**JOB SUMMARY**

* Reporting to the Head Chef a professional Sous Chef is the second in command in our kitchen, an integral part of the Restaurant management Team, reporting directly to the Head Chef. The successful candidate will employ their culinary and managerial skills in order to play a critical role in maintaining and enhancing our customers’ satisfaction.

**DUTIES & RESPONSIBILITIES**

The following is a list of the essential duties and responsibilities of this job. The tasks and time spent performing each task may vary as business needs require. The management of Exit 153 Restaurant / Amsterdam Inn & Suites maintains the right to modify job duties and responsibilities at its discretion.

**Sous Chef responsibilities include:**

* Help in the preparation and design of all food menus
* Produce high quality plates in both design and taste wise
* Ensure that the kitchen operates in a timely manner that meets our quality standards
* Fills in for the Head Chef in planning and directing food preparation when necessary
* Resourcefully solve any issues that arise and seize control of any problematic situation
* Manage and train kitchen staff, establish working schedule and assess staff’s performance
* Order supplies to stock inventory appropriately
* Comply with and enforce sanitation regulations and safety standards
* Maintain a positive and professional approach with coworkers and customers

**Job brief**

**Responsibilities**

* Ensuring promptness, freshness and quality of dishes.
* Coordinating Kitchen team tasks.
* Implementing hygiene policies and examining equipment for cleanliness.
* Training kitchen staff, such as cooks, food preparation workers and dishwashers.
* Performing administrative tasks, taking stock of food and equipment supplies, and doing purchase orders.
* Monitoring performance standards for staff.

**Requirements**

* 2+years of experience as a Sous Chef
* Understanding of various cooking methods, ingredients, equipment and procedures
* Excellent record of kitchen and staff management
* Accuracy and speed in handling emergency situations and providing solutions
* Familiar with industry’s best practices
* Working knowledge of various computer software programs (MS Office, restaurant management software, POS)
* BS degree in Culinary science or related certificate would be a plus

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty listed above satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Employees who do not possess the requirements for a job at the time of hire are expected to attain the skills, knowledge and abilities required within a specified period of time as agreed upon, in writing, with the Executive Housekeeper. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Characteristic and Ability Requirements**

* Proven experience as Sous Chef
* Approachable, pleasant, polite
* Able to work quickly, meet deadlines
* Self-starter and able to work with minimum supervision
* Must be able to understand both oral and written English
* Ability to meet the physical demands of the position
* Able to work various shifts, including weekends and holidays

**Educational Requirements**

* Education Required :Culinary education
* Other Education/Certification/Training preferred: 2+ years experience in similar position.

**Work Experience Requirements**

* 2+ years experience in similar position.
* Excellent communication skills.

**Other Requirements**

* Must be eligible to work in Canada

**Technical Requirements**

* Equipment: Excellent knowledge of BOH systems, ordering and inventory
* Software: :
* Other: Advanced knowledge of food profession principles and practices

**Competencies**

* **Customer Focus** - Efficiently and effectively addressing the needs of our customers by asking questions to identify and understand their needs, interests, and goals. Provide prompt, efficient, and personalized assistance to meet the requirements, requests, and concerns of customers. Ensuring accurate and timely information is provided to our customers and inform them of commitment times or performance guarantees. Follow up with customers following service delivery to ensure issues/concerns are resolved, adjust services based on customer feedback and anticipate the future needs of the customer. Project a professional image of oneself and the organization.
* **Teamwork** – Willing to work as a team by understanding one’s role in a team, choosing the right behaviours and developing constructive and cooperative working relationships with others to achieve the team’s objectives. Effectively communicating within the team to encourage others to express their ideas and opinions, as well as, offer constructive criticism in a supportive and positive manner. Working tactfully and diplomatically to handle conflicts and build consensus among the team members in order to achieve positive results for all parties involved and to provide high levels of customer service. An understanding and acceptance in supporting all aspects of the Exit 153 Restaurant / Amsterdam Inn & Suites, operations as required.
* **Problem Solving and Decision-Making** - Demonstrating an ability to anticipate or identify the existence of a problem and understand its true nature by recalling the information learned previously or seeking additional information relevant to solving the problem. Developing and weighing a variety of high-quality alternative approaches in order to choose the best solution to the problem. Implementing a realistic approach for the chosen solution in a timely manner. Evaluating the outcomes of the implemented solution to assess the need for alternative approaches and to identify lessons learned.
* **Professionalism** - Exhibiting professionalism at all times by maintaining a professional demeanor through one’s conduct and disposition to the guests, displaying traits such as respect, friendliness, honesty and dependability to provide exceptional service. Complying with the specific standards set by the organization regarding appropriate dress and personal hygiene for the worksite. Demonstrating composure with stressful or difficult situations, and accepting criticism tactfully to learn from it.
* **Dependability and Reliability** - Demonstrating consistency and predictability in all aspects of the job by fulfilling obligations and taking accountability for one's work. Complying with organizational rules, policies, and procedures. Diligently following through on commitments and consistently completing assigned tasks by deadlines with minimal supervision. On time for work as scheduled and punctual for scheduled meetings or appointments. Thoroughly checking work to ensure that all essential details have been considered and take prompt action if errors or inconsistencies are noticed.

**Physical Requirements**

* This position requires a moderate level of physical exertion; standing for long periods of time; occasional lifting of up to 25 pounds. A low intensity of sensory effort is required.

**Working Conditions**

* This position requires the individual to perform primarily indoors, in a kitchen environment.

I, , hereby acknowledge that I have received the Job Description and the Tasks for the Sous Chef position. I have read and understand the aforementioned Job Description and Duties and have received my own copy. I also acknowledge that I was given the opportunity to have any questions regarding my Job Description and Tasks clarified.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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