

Sous Chef

Job Summary:

Responsible for production of all food needed for banquet functions and private parties. Accountable for all food costs for banquet functions. Supervise production personnel used for banquet events.

• Job Tasks and Responsibilities:

- Manages food production, including menu planning and personnel supervision, for banquet functions.
- Manages food production, including menu development, costing and execution, for holiday buffets, Sunday brunch and other special occasions.
- Assures proper staffing levels and payroll controls.
- Hires, trains, supervises, schedules and evaluates the work of kitchen staff.
- Evaluates job performance of kitchen staff; corrects, rewards and disciplines staff in a fair and legal manner.
- When requested, assists with production of daily specials for restaurants.
- Assists in the hiring, training and on-going supervision, including scheduling, of all employees involved with food production.
- Establishes and maintains professional standards of conduct and appearance at all times.
- Supervises and coordinates the activities of ware and pot washers, night cleaners and other non-cooking kitchen workers to ensure the smooth and efficient operation of the kitchen.
- Performs all necessary supervisory functions for subordinates; develops performance standards; trains; directs on-going work.
- Requisitions china, glassware, etc., for the operation to ensure sufficient supplies for efficient service.
- Assists or relieves the senior sous chef whenever reduced banquet volume allows.
- Serves on the banquet function committee to assist in the planning of food-related aspects of each special event.
- Establishes and adheres to food cost goals for banquet functions; takes corrective action as necessary to help assure that financial goals are attained.
- Attends departmental staff meetings.
- Assures that food quality standards and pre-determined costs are attained on all banquet functions.
- Responsible for consistent use of safe work practices by all banquet staff.
- Conducts physical inspections of kitchen preparation and storage areas to assure that sanitation standards are consistently attained and that areas are organized with appropriate security precautions in place.

- Understands and consistently follows proper sanitation practices including those for personal hygiene.
- Sets up plating line for functions and assists with plating duties.
- Assumes complete charge of the kitchen in the absence of the senior sous chef
- Assists in food procurement, delivery, storage and issuing of food items.
- Performs other special, *ad hoc* duties as requested by the executive chef and senior sous chef.

The employee is regularly required to:

- Lift up to 30 pounds.
- Bend, stoop, and carry.
- Reach in all directions
- Operate appliances and read gauges.
- Stand for long periods of time.
- Push, and pull objects such as pots, plates and food stuffs.

Licenses and Special Requirements:

Food Safety Certification

To apply please send your cover letter, resume and references to Estella Arguelles, Human Resources Manager, at earguelles@spanishhillsgcc.com