



Private Management for Public Facilities

Job Description

Position: Sous Chef

Department: Food and Beverage

Status: Salaried Exempt

Reports to: Executive Chef

SUMMARY: This position is second in command over the culinary and stewarding departments and is responsible for purchasing receiving and producing food items in the facility in the absence of the Executive Chef. Overseeing the stewarding department and training of kitchen and stewarding personnel.

Essential Duties and Responsibilities

- ❖ Ordering, receiving, and preparing food items.
- ❖ Maintaining food costs and budget goals.
- ❖ Produce required product according to Banquet Event Orders for each event.
- ❖ Maintains an active role in local hospitality community and professional associations.
- ❖ Attend in-house event-related meetings and relays immediate changes with other departments.
- ❖ Maintaining all kitchen equipment cleanliness and annual maintenance.
- ❖ Training of all kitchen and stewarding staff to include “Serve-safe” and any health department regulations.
- ❖ Maintain a Health Department score of 90 or higher.
- ❖ Inventory controls.
- ❖ Responsible for Kitchen in absence of Executive Chef.
- ❖ Assists with monthly inventory.
- ❖ Training of all cooks.

Supervisory Responsibilities

Directly supervises Kitchen personnel. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Certificate from accredited culinary school, college or technical school, 3 or more years of hands on experience, and 1 or more years of Kitchen/culinary supervisory experience

Knowledge, Skills and Abilities

- ❖ Ability to use, maintain and train others on basic food service and kitchen equipment
- ❖ Strong analytical and mathematic skills in relation to the culinary profession in the industry
- ❖ Strong communication skills and the ability to read, write and understand English
- ❖ Ability to interact with all levels of staff, including management
- ❖ Ability to problem solve
- ❖ Ability to prioritize multiple projects and comply with timelines.
- ❖ Maintain an effective working relationship with clients, employees, exhibitors, patrons and others encountered in the course of employment.
- ❖ Ability to work flexible hours based on events, including daytime, evening, weekends and holidays as needed.
- ❖ To perform this job successfully, an individual should have basic to intermediate knowledge of computers including but not limited Microsoft Office and Timekeeping Payroll systems.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-14 hours daily. This position may be exposed to adverse conditions including inclement weather, noise, fumes etc.

The company reserves the right to change or modify all job descriptions as needed. This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.