

JOB DESCRIPTION

SOUS CHEF



Facility Name:	THE SANFORD CENTER
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JOB INFORMATION

Job Title:	Sous Chef	Department:	Administration
Reports To:	Executive Chef	FLSA Status:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Prepared By:	Tiffany Vickaryous	Date Prepared:	5/23/19
Approved By:	Angela Wieck	Approved Date:	5/24/19

SUMMARY

As assistant to the Executive Chef, the Sous Chef will assist with menu planning, inventory, and the managing of supplies and inventory. This position is also responsible for making sure the kitchen is up to safety standards and that staff are obeying sanitation rules. During mealtimes, it is important that the Sous Chef be quick on his/her feet and be able to make smart decisions instantly. The Sous Chef is responsible for staff scheduling and discipline, when necessary.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Prepares food to specifications before and during operations.
2. Properly measures and portions all food items. Complies with all portion sizes, quality standards, department rules, policies and procedures.
3. Cooks all food to Proper specifications in a timely manner.
4. Utilizes kitchen equipment to prepare food items such as: knives, slicers, whips, pots, pans, warmers, steamers, grills, ovens, etc.
5. Ensures proper food temperatures are maintained and food is stored correctly.
6. Ensures freshness and quality of all menu items.
7. Packages all products to proper specifications.
8. Performs opening, closing and side work duties as instructed and according proper guidelines.
9. Keeps workstation and equipment clean, organized, sanitized, and sufficiently stocked.
10. Follows and upholds all health codes and sanitation regulations.
11. Sets up and operated kitchen equipment.
12. Uses waste control guidelines and records all waste on spoilage sheet.
13. Ability to work varied hours/days, including nights, weekends, and holidays, as needed.
14. Performs other duties assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises kitchen staff and carries out managerial responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; assist in rewarding and disciplining employees; addressing complaints and resolving problems.

Makes sure that kitchen staff follow proper procedures and ensure that safety measures are being met. Plans the activities of and schedules all food production and foodservice sanitation employees to maximize productivity while minimizing labor costs to achieve and improve upon budgetary guidelines.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility 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.

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EDUCATION and/or EXPERIENCE

1. Minimum two years of formal culinary/quantity foodservice management training or commensurate experience; minimum two years of culinary preparation experience; minimum two years of culinary management experience in a similar high-volume foodservice operation with similar duties and responsibilities
2. If required by local and/or state regulations, must have or be able to obtain a food workers card.
3. Experience working in a computer network environment utilizing Microsoft Word and Excel programs.

LANGUAGE SKILLS

1. Must possess full ability to communicate effectively in the English language orally, electronically, and in normal business forms.
2. Ability to write reports, business correspondence, and procedure manuals.
3. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
4. Ability to speak and understand English.

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to apply basic math and algebraic math skills for food production applications.

REASONING ABILITY

1. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.
2. Ability to define problems, collect data, establish facts and draw valid conclusions.
3. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form, dealing with both abstract and concrete variables.

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.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to sit; use hands to finger, handle, or feel; and climb or balance.
3. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.
4. The employee must frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
2. The employee is frequently exposed to high, precarious places; fumes or airborne particles; and vibration.
3. The noise level in the work environment is usually loud.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way

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modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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