

Churchill Administrative Services, LLC

JOB DESCRIPTION

Position: Sous Chef
Division: Property
FSLA: Hourly
Reports To: Executive Chef
Date: October 26, 2016

Summary

The Sous Chef will be responsible for working with the Executive Chef in the initial planning, preparation and continued production of all ingredients for menu items including meat, seafood, fresh made pasta and sauces, etc. Will work with the Executive Chef to ensure high standard of quality in all menu ingredients and responsibilities will be involved in all areas of kitchen/bistro/food operations. Responsible for the overall management of the kitchen/bistro department, operations and staff keeping within the company's policy and procedures and complying with state and local regulations. Ensures and delivers excellent customer service to our guests.

Essential Job Duties and Responsibilities

1. Provides outrageous customer service each day to residents, coworkers and vendors. Set the bar high and make someone smile each day.
2. Work with the executive chef to produce diversified menus in accordance with the company's policy and vision.
3. Create new dishes which appeal to the residents, whenever required.
4. Establish the working schedule and organize the work in the kitchen/bistro so that everything is productive and maintains the highest standard of quality.+
5. Adhere and enforce all company rules and policies.
6. Meet financial objectives by controlling cost, waste and inventory controls without sacrificing quality or quantity (portion sizes). Fully aware of and control department's financial budgets and targets, including inventory levels, profits and payroll.
7. Maintains safe, secure, and healthy food preparation environment by following and enforcing preparation standards and procedures; complying with sanitation and legal regulations.
8. Manages customer confidence and satisfaction by responding to their special requests.
9. Responsible for all food inventory supplies in purchasing ingredients; evaluating the quality of food product deliveries; maintaining inventory levels, re-order points, storage requirements, and cost-controls.
10. Lead and motivate team members promoting good morale and ensuring a high level of commitment.
11. Maintain effective communication within your team by holding regular briefing sessions and attending restaurant meetings when required.
12. Assist Chef with safety and work duties of cooks and dishwashers including their use of dangerous equipment.
13. Responsible for ensuring departmental training is carried out to the standard required.
14. Assist with the setting of clear objectives for departmental team members.
15. Assist with the recruitment of new departmental team members.
16. Continuously coach and counsel team members. Assist with ensuring unacceptable behavior and performance is corrected, in line with the company disciplinary procedures.
17. Oversees all kitchen equipment by following operating instructions; instructing staff in equipment use.
18. Periodically attend Front House meetings and facilitate an open productive dialog with Servers and Front House Management.
19. Plan, develop, implement: Special Events, Dinners, Nightly Specials, All lunch, Buffet, Carryout and future private parties.
20. Maintains order and discipline in the kitchen during working hours.

21. Make sure hygiene and food safety standards are met in all stages of food preparation, starting with the ingredients and ending with the finished dish which leaves the kitchen.
22. Responsible for ordering and inventory levels.
23. Performs other duties as assigned.

Knowledge Skills and Requirements

1. Culinary Degree is preferred. Bachelor of Science degree in hotel/restaurant management is desirable.
2. At least 2 years as a Sous Chef preferred.
3. TABC Certification required within 60 days of employment.
4. Knowledge of computers (MS Word, Excel, POS).
5. Proficient in the following dimensions of restaurant functions: food preparation, recipe development and implementation, purchasing, sanitation, security, company policies and procedures, personnel management, recordkeeping, and preparation of reports.
6. Must possess a valid driver's license.
7. Demonstrate a high level of sensitivity and interest in people, especially older adults.
8. Demonstrate a working knowledge of a kitchen and its systems of safety and sanitation.
9. Experience and knowledge of complex food preparation required.
10. Has high energy level and can handle high profile/high volume business.
11. Ability to maintain a constant, even personality while working with kitchen team with as well as having good people skills.
12. Accustomed to conducting oneself in a business-like manner.
13. Strong sense of personal integrity and pride.
14. Good decision making, verbal communication skills, detail oriented and strong organizing abilities.
15. A self-starter that is creative, flexible and able to handle multitasks.
16. Good customer focus and high quality food sanitation standards and ability to emphasizing quality excellence.
17. Working knowledge of Spanish a preferred.

Physical Requirements:

Activity	Constant 67-100% of day	Frequent 34-58% of day	Occasional 1-33% of day	None 0% of day
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Weight Lifting & Exerting

Carry Push/Pull	Constant	Frequent	Occasional	None
Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Work Environment

1. Senior or Family Living Community
2. Normal Food Service/Dining Room/Kitchen environment
3. This position has been determined that it may have occupational exposure to bloodborne pathogens. The company's Exposure Control Policy for bloodborne Pathogens should be executed where such incidents occur.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of the all the activities, duties or responsibilities of the employee.

I have read and understand the job description for Cook. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

Employee Signature

Date