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| Job Title: | Sous Chef | Department | BOH |
| Location: | The Syndicate | Travel Required: | Minimal |
| Level/Salary Range: | Private | Position Type: | Salary |
| HR Contact: | Brian Wall | Direct Report: | Owners |

Job Description

ROLE AND RESPONSIBILITIES

We are looking for a Sous Chef to assist in leading a team of kitchen and wait staff and make sure they deliver excellent customer service.

Sous Chef responsibilities include planning food and beverage menus, scheduling shifts and coordinating food preparation and serving during service and events. To be successful in this role, you should have work experience in restaurant, catering, or hospitality and solid organizational abilities.

Ultimately, you will ensure that we run efficient restaurant services for our BOH operations.

Responsibilities:

- Plan food and beverage menus considering clients' preferences and special requests in addition to being creative in making approachable menus for our restaurant for brunch and dinner
- Creating custom menus for clients in a timely manner
- Creating new menus as needed (ex. Breakfast, holiday, etc.) next to the Executive Chef
- Determine requirements in ingredients, set portions, and complete cost cards for all recipe items
- Report profit and loss for each event
- Schedule staff shifts for all BOH staff when Executive Chef is out
- Train and manage kitchen personnel
- Oversee and manage all food prep and cooking
- Plate presentation
- Inventory tracking and ordering of all materials when Executive Chef is out
- Creating processes to put in place for better flow and organization for the kitchen and organization
- Ensure compliance with health and safety regulations
- Work through BEOs with Event Coordinators and FOH staff
- Working with hiring staff to make hiring and termination decisions for kitchen staff
- Evaluating and disciplining kitchen personnel accordingly
- Attending required staff meetings, trainings, and off site trade shows

Qualifications and Education Requirements

- Work experience as a Catering Manager, Restaurant Manager, Chef or similar role
- Understanding of food hygiene

- Hands-on experience with creating menus from scratch
- Excellent organizational and time-management skills
- Customer service attitude
- Ability to remain calm and make quick decisions under stressful circumstances
- Flexibility to work during weekends and holidays
- ServSafe certification or willingness to get
- No education requirements, but are a plus

Preferred Skills

Time-management, kitchen prep, MS Office, leadership abilities, great communication

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| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | Lindsey Copley | Date/Time: | November 21, 2021 |