



Job Description

Date: 8/20/2013

Title:	Executive Sous Chef	Department:	Regency Culinary
Reports to:	Executive Chef	Status:	Exempt. Salaried

I. Job Purpose/Objective

This position incumbent is responsible for the preparation of high quality meals in accordance with company standards, menu specifications and production schedules. He/she is also responsible for overseeing kitchen helpers in the preparation of meals, while meeting required safety, hygiene and quality standards. Will be working closely with the Executive Chef and will provide support at the kitchen when the Executive Chef is away. Experienced kitchen leader with proven ability to supervise the production of upscale food at high volume levels.

II. Essential Job Functions

Incumbent may perform any or all of the following:

Food Production

- Executes and supervises food production activities, e.g. proper cleaning, cutting, marinating, seasoning, cooking of food items etc.
- Coordinates and controls kitchen helpers in food storage (e.g. maintaining tidiness, following the first in – first out principle)
- Oversee day-to-day production and operations in the kitchen which includes the planning and directing of all food preparation.
- Conducts, coordinates and supervises inventories
- Monitors material consumption and orders required food and equipment on a daily basis to satisfy the daily production plan
- Participates in the development of food products and menus as needed for menu presentations
- Must be aware of content in catering manuals; conducts updates when necessary
- Executes countermeasures in the production in case of customer complaints
- Supports training of kitchen helpers

Quality

- Maintains and monitors hygiene, health and safety standards and monitors that Hazard Analysis and Critical Control Point (HACCP) regulations are adhered to
- Maintains and monitors quality, conducts quality control checks according to HACCP regulations
- Conducts quality checks of goods received
- Monitors and ensures compliance with recipe specifications

Leadership

- Ensure that the area of responsibility is properly organized, staffed and directed

- Create daily schedule to ensure proper staffing requirements are met
- Guide, motivate and develop the subordinate employees within the Human Resources Policy
- Teach and train staff of production and presentation changes to menu items
- Make the company's values and management principles live in the department(s)
- Implement and control the cost budget in the area of responsibility; initiate and steer corrective actions in case of deviations
- Discipline and document underperforming staff members
- Act as Executive Chef in the absence of the Executive Chef
- Performs other related duties as assigned or requested

III. Working Conditions/Job Environment

- General high volume kitchen equipment
- General office equipment and supplies
- Exposure to potential eye strain and muscle strain due to constant use of computer and continuous repetitive motion
- Must be able to stand for extended periods of time.
- Must be able to travel to client sites for monthly/quarterly meetings.

IV. Supervision

Does this position supervise other employees?	Yes
If no, does this position make work assignments and/or check the work of others but without the supervisory responsibilities?	
If yes, what positions:	Line cook, prep help, stewards
If yes, what are the supervisory responsibilities?	Scheduling, disciplinary action, career development, budget, reconciliations, food & supplies ordering, overall daily operations management, communication line between staff and Executive Chef

V. Essential Skills (Minimum qualifications individual must possess when entering position) – i.e. skillsets, education, certifications, etc.

- Minimum 5 years, high volume catering/banquet experience
- Minimum 5 years management experience in food and beverage operation
- High Volume, restaurant experience; must have worked in restaurants doing over \$XX sales annually
- A stable work history, no more than two employers in the previous six years
- Strong and effective communication, documentation and organizational skills

- Ability to maintain high levels of food cost and hygiene
- Knowledge of food and hygiene regulations (HACCP) is required
- Ability to lead and mentor a team
- Must be able to demonstrate strong leadership skills
- Professional appearance demeanor and conduct
- Good knowledge of Microsoft Office and Windows-based computer applications. Ceridian time keeping a plus
- Able to work varied shifts including holidays and weekends
- Able to work in a high pressure, fast paced environment
- Skilled in writing production lists, F&B proposals and requisitions
- Experience with purchasing, receiving and inventory control
- Experience with document and enforcing food safety procedures and workplace safety procedures
- Upscale hotel catering experience a plus
- Skilled in all styles of cooking, including Italian, French, and fusion
- Apprenticeship or Certification course from culinary school preferred
- Financial understanding in food costs and minimizing wastage in the kitchen is required

Employee Name	Employee Signature	Date
Manager Name	Manager Signature	Date
Human Resources Name	Human Resources Signature	Date

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.