Sous Chef Job Description

Objective: To represent the highest standard of excellence in guest services.

Reports to: Chef

Specific Expectations: The primary purpose of the position is to efficiently act as a cook for preparation, buffets, and banquets, and create all salads and desserts. The Sous Chef will from time to time act as Executive Chef. The Sous Chef operates the kitchen facilities on a day-to-day basis. The Sous Chef will act as a supervisor to all Culinary staff, and will be responsible for ensuring all employees achieve the Canad Inns standards. The Sous Chef will be held accountable for assisting in achieving the established labour and food cost projections set forth by management. Working within all departments, the Sous Chef is expected to be a leader within the hotel. The Sous Chef will help maintain an atmosphere and service that is conducive for the food and drink satisfaction of all Canad guests. The Sous Chef will ensure all employees are performing their job duties as required. The Sous Chef must be apt to fulfill the requirements of all Cooks, Servers and Kitchen Stewards. The Sous Chef is creative and cost-efficient. The Sous Chef will tackle the challenge of creating appealing and delicious dishes with imagination.

Opening Duties:

- 1. Update the communications binder or board with announcements and memos;
- 2. Ensure all employees arrive for their scheduled shift, on time and in uniform;
- 3. Review the Banquet Event Orders and all upcoming functions, and communicate with other hotel departments to ensure the BEOs are updated;
- 4. Update all menus, and inform the staff of any changes;
- Ensure all tools and equipment are properly sanitized and in good working order;
- 6. Follow the FIFO principles to ensure the proper inventory will be utilized.

Shift Duties:

- ✓ Assist the staff with their duties as necessary;
- ✓ Authorize all receivables;
- ✓ Clean and maintain the work area throughout the shift;
- ✓ Communicate all pertinent information to staff;
- ✓ Develop special menus with costs, pricing and recipes;
- ✓ Distribute the menus to proper personnel;
- ✓ Garnish each dish to look as visually appealing as possible;
- ✓ Integrate excess products with fresh products, to minimize waste;
- ✓ Prepare to Par Level and business volume;
- ✓ Prioritize and distribute duties accordingly;
- ✓ Record supplies and inventory;
- ✓ Refer to the menu planner;
- ✓ Wrap, label and date all food.

Qualifications:

- ✓ Able to work days, evenings and/or weekends;
- ✓ Articulately communicates both verbally and in writing;
- ✓ Budgeting experience;
- ✓ Can acquire Criminal Background Check and Food Handler and WHMIS certificates;
- ✓ Clean with excellent hygiene habits;
- ✓ Confident and assertive;
- ✓ Creative and imaginative;
- ✓ Detail-oriented;
- ✓ Experience in a similar work environment, of at least two years;
- ✓ Formal or informal training and/or education;

- ✓ Leadership skills
- ✓ Multi-tasks efficiently;
- ✓ Organized, accurate and reliable;
- ✓ Physically fit and can carry light loads;
- ✓ Positive attitude;
- ✓ Professional demeanour and expectations;
- ✓ Recognizes and resolves problems quickly and efficiently;
- ✓ Strong mathematical skills.

Supplies & Equipment:

- 1. Clean and pressed uniform
- 2. Knives
- 3. Double-baller
- 4. Probe thermometer

Workplace Abilities:

- ✓ Act as a positive spokesperson for the Canad Inns;
- ✓ Assume accountability and responsibility of all duties as assigned by management;
- ✓ Communicate with department heads to update BEOs and menus;
- ✓ Cook and prepare dishes quickly and efficiently;
- ✓ Create and prepare a variety of dishes and sides, including soups, sauces, poultry, meats, fish and starches;
- ✓ Ensure equipment and supplies are efficient and sufficient;

- √ Handle a fast-paced environment;
- ✓ Inspect all dishes;
- ✓ Review and understand all work orders or contracts;
- ✓ Stand, walk and remain on feet and perform job duties for entire shift duration;
- ✓ Work quickly and quietly.

All job descriptions are subject to a periodic review. Other duties will be assigned occasionally by management. Changes will be discussed prior to or at the time of amendment.