FOODHALL

**JOB DESCRIPTION**

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| **TITLE:**  SOUS CHEF | **GROUP:** |
| **DEPARTMENT:** | **DIVISION:** |
| **REPORTS TO:**  EXECUTIVE CHEF | **SUPERVISES:**  RESTAURANT STAFF |
| **INCUMBENT:**  VACANT | **LOCATION:**  HEAD OFFICE |

**PURPOSE**

Works closely with the Executive Chef to manage all aspects of the kitchen. Oversight of day-to-day menus, food safety production and presentation of food, adherence to the national food sanitization regulations and proper use of necessary kitchen equipment. Required to assist in managing food provisions, guest queries and control costs in the best interests of the company to ensure a positive reputation of the establishment.

## KEY FUNCTIONS

**Management:**

* Establishes with direct reports individual tasks and targets to be achieved within the designated time frames and/or cost/quality parameters.
* Prepares budget for and administers the functions of the division with approval budget.
* Appraises the extent of task achievement by and the performance and potential supervision of staff under immediate supervision.
* Prepares recommendations for job succession and career development programmes for timely and optimum staffing of the Department/Division.
* Administers other established human resource, financial, legal and corporate management policies and procedures and monitors compliance by staff with these policies and procedures.

**Operational/Technical/Professional:**

* Plans the activities of and schedules all food production and foodservice sanitation employees to maximize productivity while minimizing labour costs to achieve and improve upon budgetary guidelines.
* Leads, supervises, and disciplines restaurant and kitchen staff, and when necessary, recommends termination of food production and foodservice sanitation employees according to venue guidelines and policies.
* Properly measures and portions all food items. Complies with all portion sizes, quality standards, department rules, policies, and procedures.
* Utilizes commercial kitchen equipment to prepare food items and ensure the sanitization and cleanliness of the workspace.
* Ensures proper food temperatures are maintained and food is stored correctly to maintain quality standards and food quality.
* Provides guidance to kitchen staff members for food preparation, and dish plating.
* Ensures a first-in, first-out food rotation system and verifies all food products are properly dated and organized for quality assurance.
* Keeps cooking stations stocked, especially before and during prime operation hours to meet customer demand and ensure service excellence.
* Manages food and product ordering by keeping detailed records and minimises waste, and works with existing systems to improve waste reduction and manage budgetary concerns.
* Supervises all food preparation and presentation to ensure quality and restaurant standards.
* Works with Executive Chef to maintain kitchen organization, staff ability, and training opportunities.
* Verifies that food storage units all meet standards and are consistently well-managed.
* Collaborates with Executive Chef on menu design and creation to incorporate customer feedback based on tastes and demand. Ensures a variety of tasty foods are available for customer selection.
* Coordinates with Executive Chef on supply ordering, budget, and kitchen efficiency and staffing.
* Assists in ensuring daily quality, consistency, and adherence to culinary standards.
* Addresses customer needs and resolves issues, when necessary, in absence of the Executive Chef.
* Maintains the highest standards and consistency of quality control, hygiene, legality, health, safety and environment ensuring clean facilities.
* Identifies and communicates all quality, health, safety and security standards to staff and holds them accountable. Reports maintenance, hygiene, and hazard issues and is environmentally aware.
* Executes other related duties as assigned.

## KEY RELATIONSHIPS

## Internal: Leadership and Management Teams, Sub Committees of the Board, All Departments.

**External:** Professional bodies, government authorities and regulatory bodies, suppliers/contractors and External Consultants.

### **PERSON SPECIFICATION**

**Education**:

* Bachelor Degree in Culinary Arts or related degree
* Food Badge

Experience

* A minimum of (3) Three years’ experience in a similar role.
* Experience working in a commercial kitchen and restaurant environment
* Experience developing menus

**JOB COMPETENCIES:**

**Knowledge/Skills**

**Knowledge of**: Food and beverage, restaurant industry, food and hygiene regulations, food allergies and intolerances and current food trends.

* Leadership
* Communication (Oral & Written)
* Problem Solving & Decision Making
* Planning and organising
* Relationship management
* Service Excellence
* Technical and Professional Skills

**KEY ATTRIBUTES:**

* Attention to detail, requires being careful and thorough about details, recognising the impact of decisions
* Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks
* Ability to use applicable information technology and systems to meet work needs
* Ability to analyse and recommend improvements in inventory, collect and interpret information, apply criteria, and make recommendations.

**WORK ENVIRONMENT**

* This job operates in a professional kitchen environment. This role routinely uses standard kitchen equipment.

**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.
* While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear.
* The employee must occasionally lift or move products and supplies, up to 50 pounds.

**Job Description Review and Acceptance**:

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice. I understand that I am required to work shift, evenings, and weekends.

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| Version No.: | 1.0 | Approved by  (General Manager) |  | Date: |
| Developed by  (HR Consultant) |  | Approved by  (General Manager) |  | Date: |
| Reviewed by  (HR Personnel) |  | Approved by  (Manager, HR) |  | Date: |
| Effective Date: |  | Approved by  (General Manager) |  | Date: |
| Incumbent’s Name [Block letters]:  Date Issued: |  | Employee Signature |  | Date: |