



## EXECUTIVE SOUS CHEF

### Reporting Relationship

The Executive Sous Chef reports directly to the Executive Chef.

### Responsibilities

#### *People*

- Interview, hire, evaluate, reward, and progressively coach kitchen personnel as appropriate.
- Develop culinary training programs for food production employees and serve as a culinary resource to promote quality food services. Ensure SSAfety training(s) completed with all staff upon hire.
- Train kitchen personnel in safe operating procedures of all equipment, utensils, and machinery, as well as food production principles and practices.
- Direct and coordinate the work of production and dish room staff as necessary.
- Maintain communications with Food and Catering Operations teams through weekly meetings and daily conversations to ensure proper menu productions, standards, quality and amount of staff.
- Maintains a close relationship with the client's staff to insure a positive working relationship.
- Manage employees in accordance with State and Federal labor laws.
- Maintain a clean, safe and organized work environment.
- Uphold and demonstrate a complete understanding of company policies and procedures.

#### *Operational Excellence*

- Perform the steps of SSA EXTRA Guest Service to ensure a memorable experience for every guest and client.
- Supervise period end inventory for all food and beverage areas.
- Direct and participate in the daily preparation of standard and gourmet food items. Supervise and participate in the preparation and display of menu items for special functions
- Monitor and track proper cooking and holding temperatures.
- Ensure overall consistency and high quality across the various operations.
- Assist Executive chef in planning menus based on such factors as market trends, customer preferences and nutritional considerations; design recipes, determine appropriate ingredients and specify individual serving portion for each recipe.
- Ability to price out menus to offer strategic price increases.
- Inspect all locations to observe quality of food preparation and service; food appearance; and cleanliness and sanitation of production and service areas, equipment and employee appearance.
- Evaluate the quality of raw food and ensure the quality of the finished products.
- Implement and enforce sanitary practices for food handling, general cleanliness, and maintenance of kitchen and/or dining areas.
- Comply with all food safety regulations and practices. Ensure compliance with all applicable health and safety regulations.
- Process invoices to office team ensuring smooth communication so that all vendors are paid within terms.



- Manage all operational functions of the Culinary aspects within the Unit's operation.

### ***Growth***

- Assist Executive Chef in controlling food cost through storeroom requisition systems, product storage requirements, standardization recipes and waste control procedures.
- Help implement systems and processes that help make tasks efficient and strengthen the financial performance of the unit.
- Support Executive Chef in preparing operational reports and analyses setting forth progress, trends and make appropriate recommendations.
- Work with Executive Chef on analyzing sales and inventory to maximize opportunities.
- Help Executive Chef and Operations Team in managing payroll and controllable profit within established guidelines. Meet payroll budget percent expectations by being strategic with coverage, on-call shifts, etc.  
Support in scheduling appropriate staff levels in accordance with budget and business forecast.
- Support precedent to achieve Sales, Per Cap & Controllable Budget.

### ***Social Responsibility and Culture***

- Support incorporation of sustainable resources into the culinary selections.
- Promote an inclusive & supportive approach at the Unit.
- Supports unit in being an example for Company & Client guidelines with regard to Sustainability/Conservation efforts. Displays knowledge of efforts in business application as well as giving adequate opportunity for teaching to unit staff as necessary.
- Supports SSA / Unit in driving community effort through hiring efforts, engagement activities, and focus on opportunities of giving back.
- Perform other tasks as deemed necessary.

### ***Job Requirements***

- Strong interpersonal and communication skills, including the ability to articulate to our client, Resident Area General Manager and HQ personnel.
- Proven leadership skills with an understanding of the importance of team building/development, while fostering partnerships.
- Exceptional problem solving/decision making skills combined with the ability to be organized.
- Demonstrates financial management, merchandising, analytical, planning and leadership skills.
- Demonstrates the ability to remain flexible in a fast-paced environment.
- Computer knowledge and skill level for basic office functions.
- Physical ability to stand for extended periods and to move and handle boxes (35lbs) as necessary to operation, which entails lifting, and perform all functions as set forth above.
- Ability to work varied hours/days, including nights, weekends and holidays, as needed.

### ***Previous Experience***

- Three to Five years Junior Sous Chef or like experience in high volume restaurant, country club, catering or cultural attraction venue.
- Culinary Arts Degree *preferred*.
- ServSafe or Food Handling Certified *preferred*.
- Knowledge of HACCP.



This is by no means an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job description. The People Department reserves the right to revise the job description or to require that other or different tasks are performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush jobs or technological developments)

**If you are interested in applying, you may email the address below:**  
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