

# Full description

Job Title: Sous Chef

Department: Culinary

Reports to: Head Chef

Employment Status: Seasonal, Full-Time (July - mid September )

FLSA Status: Exempt

Prepared: December 2022

## Summary

Responsible for assisting the head chef in the daily operation and overall culinary vision of the resort's food service, including events and wedding operations. This position will ensure a balance of food quality and presentation. Will be able to effectively supervise all kitchen employees, in the absence of the head chef. Must be familiar with and have worked with all kitchen equipment. Has solid knowledge of food handling and preparation principles and procedures for all food produced and served at Quimby Country. The Sous Chef, among other responsibilities generally oversees the breakfast operations and helps the head chef with expediting food service at dinner.

Diversity helps us build a team that represents a variety of backgrounds, skills, and perspectives. We are an Equal Opportunity Employer

## Responsibilities And Duties

- Assists the head chef with preparation of the annual culinary menu and budget
- Delivers outstanding service while operating within predetermined food and supply budgetary guidelines
- Maintains the overall cleanliness of the kitchens and ensures full compliance with all food related governmental agency standards and procedures including, but not limited to the Department of Health, Fire, etc.
- Assists head chef in reviewing and updating annual training plans and Standard Operating Procedures (SOPs) for all jobs related to the kitchen

- Is able to follow and execute the daily / weekly food prep outlined by the head chef
- Notifies head chef of expected food shortages
- Covers, dates and neatly stores all leftovers products that are re-usable
- Is a key member in supporting and empowering kitchen staff
- Actively participates and contributes as a positive member of the Quimby Country team
- Assumes complete charge of the kitchen in the absence of the head chef
- Assists in food procurement, delivery and storage
- Helps to expedite food orders during peak service hours
- Helps to oversee the staff meals and creation of varied, creative, and healthy meal options
- Is able to effectively and proficiently cook for 50-60 people. At Quimby Country meals are cook both family style and to order

### **Essential Qualifications And Competencies**

- At least 1-3 years of experience as a high level cook in a formal dining room setting - a culinary degree preferred but not required
- Calm and measured disposition- ability to inspire many kinds of employees to help create a climate in which people want to do their best
- Strong collaboration and teamwork with entire kitchen staff team
- Capacity to identify and analyze problems before and when they arise.
- Generates and evaluates alternative solutions and makes effective and timely decisions
- Personal motivation to develop exceptional guest service with a high attention to detail
- Proficiency and accuracy in managing food / supplies and following systems
- Ability to work under pressure to meet deadlines
- Able to coordinate multiple tasks simultaneously and effectively
- Available to work a flexible schedule that will include days, nights, weekends and holidays
- Closes and opens the kitchen properly using the kitchen closing / opening checklist
- Ensures that assigned work areas and equipment are clean and sanitary
- Have the stamina to work up to 10+ hours: sitting, standing and walking
- Ability to bend, stoop, lift up to 25lbs, reach overhead and perform repetitive motion
- Communicates effectively with the rest of the kitchen staff

- May involve walking between buildings and climbing stairs between floors
- Able to work 45-50 hours a week
- Must be willing and able to pass a background check

## **Compensation**

Salary Position: salary dependent on experience and length of employment

Is eligible to receive weekly gratuity

Works minimum of 5-6 days a week