



Job Title: Sous Chef
Reports To: Executive Chef

Department: Kitchen
FLSA Status: Exempt

Job Objective: The Sous Chef is second in command in the kitchen and is generally in charge of food production. The Sous Chef may assume the duties of the Chef in the Chef's absence. Is familiar with and complies with the Cantinetta Luca and Mirabel Hotel and Restaurant Group's Mission and Service Standards and philosophy in performing all key areas of accountability and other essential duties and responsibilities.

Key Areas of Accountability:

- Creates menus in the Chef's absence based on available produce and cost factors.
- Orders based on need as directed or in the chef's absence.
- Supervises kitchen stations.
- Maintains and ensures all sanitation and nutritional practices are followed by each kitchen employee.
- Ensures food is prepared according to exact requirements of the recipes while ensuring that the food presentation is maintained with a commitment to quality.
- Requires a commitment to detail both verbally and non-verbally as the second in command to the Chef, therefore, it is important to encourage cooperative and consistent levels of communication with kitchen staff, service staff and management.
- Ensures there is a continual flow of internal communication with both the meal preparation staff and the serving staff to promote team building practices.
- Identifies and determines the best course of action for any issues relevant to the position as well as looks at ways to incorporate changes for the benefit of the staff.
- Determines how to best achieve the goal of not only meeting the restaurant's specifications regarding presentation of all food prepared but exceeding the outlined commitment to quality.
- Ensures the customer's dietary restrictions are followed in food preparation.
- Adhere to and promote the Mirabel Hotel and Restaurant Group Service standards.
- Assist with training new kitchen team members.

Other essential job duties and responsibilities:

- Attend all mandatory staff meetings and training sessions.
- Is familiar with and complies with the Drug Free Work Place Policy.
- Purchases supplies and produce as needed.
- Acts as a representative of the hotel in public encounters (ie farmers markets, etc.) always selling the restaurant to potential customers.
- Complete special projects as assigned.
- Demonstrates loyalty and trustworthiness to the entire Mirabel Hotel and Restaurant Group.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Education/Experience:** Must hold a post secondary culinary arts degree, and three years in a food preparation position.

***Equipment/Computer Experience:** Basic typing skills and computer experience preferred, adaptability required.

* **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization face to face or on the phone. Excellent spelling skills and knowledge of general rules of etiquette.

* **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, commissions, proportions, and percentages. Ability to apply concepts of basic algebra, and accounting.

* **Reasoning Skills:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Employee should have excellent problem solving skills,

* **Certification/Licenses/Registration:** Must hold a valid California Drivers' license and be appropriately insured. Serve-Safe certification may be required.

* **Other:** Must not pose a direct threat to others.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to climb sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

The employee should be able to move around and work with others in a small confined area. The employee is frequently exposed to heat conditions associated with working at a stove and occasional cold conditions (walk in refrigerator/ freezer)

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

Performance Evaluation: Evaluation of performance of key areas of accountability, other essential duties and responsibilities as well as attendance, proper uniform etc., will be done by way of observance by the Chef and input based on observance from other kitchen managers, Guest comments and Comment Cards, Test Calls, as well as co-worker input.

I have read and agree to comply with the above job description.

Signature

Date

Revised January 2011