

PERDIDO BEACH RESORT
Position Description

Position Title: **Sous Chef**

Department: **Kitchen**

Reports to: Executive Chef or Asst. Exec. Chef

FLSA Designation: Exempt

Date Written/Revised: 10/01/02

POSITION PURPOSE: Assists Executive Chef and Asst. Exec. Chef in training, supervising and working with all chef's staff in order to prepare, cook and present food according to hotel standard recipes in order to create quality food products.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

Average
Percent
of Time

- 60 • Assigns, in detail, specific duties to all employees under supervision for efficient operation of kitchen. Train and supervise kitchen staff in the proper preparation of menu items.
- 10 • Ensure proper receiving, storage (including temperature-setting) and rotation of food products so as to comply with Health Department regulations.
- 25 • Adhere to control procedures for cost and quality; by enforcing procedures of established standard recipes.

Other:

Regular attendance in conformance with the standards, which may be established by the Resort from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel.

Upon employment, all employees are required to fully comply with the Resort rules and regulations for the safe and efficient operation of hotel facilities. Employees who violate Hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment.

SUPPORTIVE FUNCTIONS:

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the hotel.

- Supervises daily cleaning of walk-in and reach-in boxes for safety reasons.
- Maintains vacation schedule for proper staffing.
- Reports any equipment in need of repair to chef and engineering, for service.

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- Performs other duties as requested, such as V.I.P. parties and staff meetings.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Thorough knowledge of food products, standard recipes and proper preparation.
- Ability to read, write and speak English to comprehend and communicate job functions.
- Finger/hand dexterity in order to operate food machinery.
- Ability to grasp, lift and/or carry, or otherwise, move goods weighing a maximum of 200 lbs. on a continuous schedule.

QUALIFICATION STANDARDS

Education:

Any combination of education, training or experience that provides the required knowledge, skills and abilities. High school diploma preferred.
Apprenticeship or Culinary Arts program preferred.

Experience:

2-4 years of cooking duties in a similar size operation with supervisory experience essential.

Licenses or certificates:

Ability to obtain any government required license or certificate. Example: Washington Health Card Permit; Oregon Liquor Service Permit.

Grooming:

All employees must maintain a neat, clean and well groomed appearance (specific standards available).

Other:

None.

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often, and observe these precautions when carrying out their duties.

Lifting Techniques

1. Plan the move before lifting and remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use carrying aids such as dollies or carts, or get assistance from a coworker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.

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7. Bend at the knees and keep your back straight.
8. Get a firm grip on the object with your hands and fingers. Use handles when present.
9. Never lift anything if your hands are greasy or wet.
10. Wear protective gloves when lifting objects with sharp corners or jagged edges.
11. Hold objects as close to your body as possible.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

General

1. Do not handle hot or frozen items with your bare hands. Use dry pot holders or towels.
2. Cap all open sterno flames before pushing the banquet carts.
3. Place the lid on coffee pots and pots of hot liquids before picking them up to move them.
4. Use a dry towel or an oven mitt when taking plates out of the plate warmers.
5. Do not submerge hot glass in cold water or submerge a cold glass in hot water.
6. Do not use a drinking glass to scoop ice from the ice machine.
7. Get assistance from a co-worker when carrying tables during banquet room set up or tear down.

Housekeeping

1. Mop up water around sinks, drink dispensers, freezer floors and ice machines.
2. Straighten or remove floor mats that do not lie flat on the floor.
3. Upon discovery of wet floors, take short steps when walking on them.
4. Immediately clean up spills, water, cooking oils and other liquids from the floor.
5. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
6. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.

Kitchen Appliances

1. Replace the guards before starting, adjusting or repairing grinders and slicers.
2. Do not remove, alter or bypass any safety guards or devices of any equipment.
3. Do not wear loose clothing or dangling jewelry when working in the kitchen.
4. Long hair must be contained under a hat or hair net, regardless of gender while working in the kitchen.
5. Turn off slicers, dough kneaders and meat grinders before making measurements, adjustments or repairs.
6. Keep hands away from the exposed blade of meat slicers.
7. Do not try to stop any foods as they go through the meat grinders or dough kneaders. If the machine becomes jammed, disconnect the power before clearing the jam.
8. Do not use cords that have splices, exposed wires or cracked or frayed ends.
9. Disconnect the appliance from the outlet by pulling on the plug, not the cord.
10. Turn the appliance off before plugging or unplugging it.
11. Do not handle or operate electrical appliances when your hands are wet or when you are standing on wet floors.
12. Turn off gas appliances when not in use.
13. Turn on the kitchen hoods when kitchen appliances are on.
14. Position pots and pans on the stove tops so that the pot handles do not protrude over the edge of the range.

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Knife Safety

1. When handling knives and other cutting tools, direct sharp points and edges away from you.
2. Store knives in knife blocks or in sheaths after use.
3. Do not use knives that have dull blades.
4. Do not use honing steels that do not have handle guards.
5. Do not attempt to catch a falling knife.
6. Use knives for the operation for which they are named.
7. Do not use knives with broken or loose handles.
8. Do not use knives as a can opener or ice pick.
9. Do not leave knives in sinks full of water.
10. Do not pick up knives by their blades.
11. Carry knives with their tips pointed towards the floor.

Employee Signature: _____ Date: _____