



C&J CATERING

and events

JOB DESCRIPTION

GENERAL INFORMATION:

Job Title: Sous Chef
Department: Culinary

SUMMARY:

The Sous Chef is responsible to assist the Executive Sous Chef in managing daily kitchen activities, including overseeing staff, aiding with menu preparation, ensuring food quality and freshness, and assisting with ordering and inventory.

The Sous Chef is also responsible to create exceptional cuisine for the hot kitchen taking care of all physical aspects of hot kitchen operation, supervision, preparation and serving of food, equipment maintenance and cleaning, quality control and cleanliness of work area.

ACCOUNTABILITIES:

Due to the fluctuating nature of the Company's operation, it may be necessary to perform a multitude of different job roles and functions. Therefore, as an essential part of your job, you will be expected to assist others in the execution of their responsibilities or perform tasks not specifically outlined in your job description in order to complete any component directly related to the success of the company or an event.

Adherence to any written standards of operation, policies and procedures, manuals, memos, oral instructions, etc. is expected at all times.

ESSENTIAL FUNCTIONS:

1. Oversee all hot food production ensuring consistency and quality.
2. Assist Executive Sous Chef with ordering items needed for hot food production.
3. Assist with training and supervising of auxiliary kitchen staff.
4. Attend weekly culinary meetings in the absence of Executive Sous Chef.
5. Assist in the development of standard recipes and techniques for food preparation and presentation that ensure consistency and high quality.
6. Provide meal quality and consistency by following designated company recipes.

7. Ensure all food prepared meets the highest quality standards in taste and presentation.
8. Execute daily food production ensuring end result meets event specifications.
9. Complete daily, weekly and monthly cleaning schedules.
10. Maintain daily waste tracking and temperature logs.
11. Uphold safety and sanitation procedures throughout the kitchen.
12. Maintain personal hygiene and ensure food safety standards are met in all stages of food preparation.

REPORTING RELATIONSHIPS:

1. Reports directly to: Executive Chef and Executive Sous Chef
2. Directly supervises: Auxiliary kitchen Staff

DIMENSIONS:

1. WORK EXPERIENCE: 5+ years of culinary experience necessary; culinary management experience preferred
2. SKILLS: Excellent understanding of various cooking methods, ingredients, equipment and procedures.
3. EDUCATION: Associates Degree in Culinary Arts preferred.
4. CERTIFICATE/LICENSE: Valid Driver's License, ServSafe Certification
5. LANGUAGE: Complete written and oral knowledge of the English language is required.
6. RESPONSIBILITY: Food and Labor cost control
7. SECURITY/CONFIDENTIALITY: All materials and information obtained through working with our company may not be given or transferred outside of the company. Violation of confidentiality is grounds for termination.
8. TRAINING: Any training held is mandatory.
9. PERFORMANCE STANDARDS: Must be willing to adjust to last minute changes, engage and assist sales and kitchen staff and supervise a multi-cultural staff and fill-in wherever needed.
10. WORKING CONDITIONS/ENVIRONMENT: Fast paced environment, high noise level, frequent walking, long hours on big event days and lifting up to 50 lbs.
11. ATTENDANCE REQUIREMENTS: Hours worked are variable due to the nature of the business. Must be able to work nights and weekends as required for business needs.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, task, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Company.
- I have read and understand this job description:

Printed employee name: _____

Employee signature: _____ Date: ___/___/___