



C&J CATERING

and events

JOB DESCRIPTION

GENERAL INFORMATION:

Job Title: Sous Chef
Department: Culinary
Location: Farm Show Complex

SUMMARY:

The Sous Chef is responsible to assist the Chef de Cuisine 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:

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

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

REPORTING RELATIONSHIPS:

- Reports directly to: Chef de Cuisine
- Directly supervises: Auxiliary kitchen Staff

SKILLS AND ABILITIES:

- WORK EXPERIENCE: 5+ years of culinary experience necessary; culinary management experience preferred
- SKILLS: Excellent understanding of various cooking methods, ingredients, equipment and procedures.
- EDUCATION: Associates Degree in Culinary Arts preferred but not required.
- CERTIFICATE/LICENSE: Valid Driver's License, ServSafe Certification
- LANGUAGE: Complete written and oral knowledge of the English language is required.
- RESPONSIBILITY: Food and Labor cost control
- 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.
- TRAINING: Any training held is mandatory.
- PERFORMANCE STANDARDS: Must be willing to adjust to last minute changes, engage and assist sales and kitchen staff.
- WORKING CONDITIONS/ENVIRONMENT: Fast paced environment, high noise level, frequent walking, long hours on big event days and lifting up to 50 lbs.
- 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.