

## **SOUS CHEF: JOB DESCRIPTION AGREEMENT**

**MISSION:** To maintain standards of food production, presentation and consistency determined by the Chef/Manager/Owner through effective cost control and through the development of a motivated kitchen team.

Perform necessary duties required to prepare food ingredients for the production and execution of the lunch & dinner menus, in a timely fashion always meeting or exceeding the standards of Gabrieau's Bistro.

**IMMEDIATE SUPERVISOR:** Chef/Owner/Sous Chef

### **RESPONSIBILITIES:**

- 1) To demonstrate leadership and initiative in culinary skills, including the development of new and creative menu items which reflect appropriate and popular trends, and to involve the kitchen team in the same.
- 2) To ensure that all food items are produced consistently to the standards of preparation and presentation defined with the Chef/Manager.
- 3) To maintain a motivated team of dedicated and conscientious personnel, by developing the skills and talent of all kitchen employees through planned training and coaching.
- 4) To promote a free flow of open, healthy productive communication between colleagues & management
- 5) To build effective relationships through positive communications with members of the kitchen team and the front of house staff.
- 6) To maintain food inventories proportionate to anticipated food sales through effective purchasing practices, the storage and rotation of ingredients, portion control and minimizing wastage. Assist the Chef/Manager in ordering of all food products necessary for daily operation
- 7) To recognize the importance of maintaining food and labour cost levels within budget.
- 8) To control labor costs through effective scheduling. Make sure that subordinates are performing tasks/responsibilities in an efficient/timely manner. Assign work projects, i.e. prep list identify priorities
- 9) To ensure personal hygiene standards are meticulously maintained at all times and that all sanitary codes and practices are adhered to.
- 10) To maintain an impeccably clean production facility, maintaining the highest standards of safety and to adhere to all provincial and federal regulations of food production and chemical control(WHMIS).

- 11) To become familiar with the mechanical equipment used in the everyday operation of the kitchen and proper maintenance of this equipment.
- 12) To make sure all line recipes & kitchen recipes are followed exactly by all culinary staff
- 13) To execute all reasonable additional assignments determined by the Chef/Manager.

## **COMMUNICATION**

- Review daily specials, soups and back up soups, prep list and any pertinent information at the end of your shift with the incoming cook or leave clear information for the morning person.
- Explain in detail what the game plan for this shift is and go over what needs to be done & by whom in order of priority - also give extra cleaning or prep work to the dishwashers
- Explain in detail to the waitstaff the daily or evening specials and soup of the day, plus tell them if we are low or out of any products
- Handle customer complaints in absence of Chef/Manager
- Assist in scheduling & updating of schedule
- Assist in the training of staff, staff meetings and performance reviews
- Make sure that kitchen staff read the logbook at the beginning of every shift or whenever anything new is written in it. Also write items in there that need to be communicated to all staff

## **TASKS/ORDERING**

- All new products ordered must be authorized by the Chef/Manager
- Meet daily with the Chef/Manager to review the order prior to placing
- Inform the Chef/Manager of the status of any specialty products that are low in inventory
- Inform the Chef/Manager of the status of any products that are temporarily unavailable from the supplier and are deemed necessary for daily production
- Make sure all credits are recorded properly so that we may track them as we receive them
- Make sure that all receivables are in good condition upon delivery and put away properly - FIFO
- Make sure that all food and non-food items are properly unpacked and stored in a timely fashion and perishable foods are properly rotated, FIFO, first in first out, this should apply to all products

## **CULINARY SKILLS/KNOWLEDGE**

Be proficient in:

- Mis en place & production of stocks, soups & sauces
- Identification & fabricating mis en place, meats, poultry, fish, shellfish & specialty meats
- Grilling, broiling, roasting, sauteeing, pan-frying, deep frying, steaming & submersion cooking, braising & spices
- Identification, mis en place cooking & storing of vegetables, potatoes, grains, legumes, pasta, dumplings, fresh herbs & spices.
- Cooking & mis en place of egg, dairy, cheese, salad dressing & salads, sandwiches, hors d'oeuvres & appetizers, charcuterie & garde manger.
- General knowledge & ability in baking & pastry.

## **FOOD PRODUCTION**

- \*Make sure that the proper levels of mis-en-place are ready prior to service and that all food products are in good servable condition, check all fridges daily
- \*Review contracts daily for catering and desserts
- \*All recipes in the cooking manual are to be followed exactly
- \*Make sure all portions and ingredients in the menu production guide are to be followed exactly
- \*Preparation and creation of daily or evening specials and soup, these must be planned with the Chef/Manager the day before if possible (always meeting or exceeding the standards of Gabrieau=Bistro). Assist in special menu design.
- \*The prep list must be used as a daily guide for food production, the prep list must be filled out in detail at the end of every shift including prep that is necessary for the production of the next days soup and specials
- \*All prepared products are properly labelled and dated when stored, rotated if necessary & put in their proper place
- \*Be responsible for the direction of subordinates in the kitchen during your shift. You must give them direction by way of delegation and monitor their work for quality, consistency and production levels. Communicate the need for discipline to the Chef/Manager if necessary or discipline in the absence of the Chef/Manager

## CLEANING & MAINTENANCE

- Make sure the walk-in fridge, line fridges & freezers are cleaned on a daily basis & tidy always
- Identify extra cleaning items/projects to keep kitchen properly maintained
- Make sure all duty lists are properly completed - do inspections especially in the dish station & sign off on the list
- Follow the daily cleaning duty list, check off items that have been done and initial complete list before leaving at the end of your shift. Circle items that are not done
- Compost and Recycling

### **Workplace Health, Safety & Sanitation**

- Ensure proper hygiene & grooming standards are practiced by all staff
- Ensure cooks & stewards maintain a clean work area
- Ensure safe, well-maintained equipment
- Report all maintenance deficiencies
- First aid/CPR training
- Knowledgeable in emergency procedures (fire, power failure, etc)
- Occupational health & safety
- Maintain WHMIS practices & procedures

**Dress Code:** All cooking staff must have proper uniform (chef jacket, apron, pants NO DENIM). All staff must wear black shoes with leather uppers, requirement of the Dept of Labor and Worker's Compensation. Hair nets or acceptable head coverings must always be worn. 2 side towels on your side

**This job description can be modified at any time by the Chef/Manager and an updated copy will be provided to the employee.**