



## **SOUS CHEF JOB DESCRIPTION**

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**Department:** Back of House Operations

**Reports to:** Job Group Manager, General Manager, or Manager on Duty

**Typical Work Week:** 40+ hours

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### **Position Summary**

The Chef's primary responsibility is to manage the kitchen and its staff to maintain the food standards of the company. This is a hands-on position and needs a leader that is not afraid to get their hands dirty. To be successful in this role, you'll need cooking and management skills.

### **Essential Duties and Responsibilities**

- As a hospitality company, the number one responsibility of every employee, regardless of position, is to provide excellent customer service and to create a warm, inviting, and hospitable environment for our guests and each other.
- Ensure that all dishes are cooked well and presented in an aesthetically pleasing way
- Oversee food preparation, checking that all kitchen staff are performing their duties
- Help the restaurant determine how much food and supplies need to be ordered
- Managing inventory so that all necessary ingredients are stocked for service
- Providing training to new staff to facilitate quick acclimation
- Streamlining the kitchen processes to maintain prompt service times
- Setting regular cleaning standards for the kitchen and verifying that staff is maintaining sanitation levels
- Creating schedules for all kitchen staff
- Tracking kitchen finances to identify areas of potential waste
- Exempt employees are critical to the day-to-day operations of the business. In addition, you are leaders within the company and are expected to set examples for nonexempt employees. In this spirit, exempt employees must work a predictable and reliable schedule that is based on the company's needs. Failure to meet said schedule is subject to disciplinary action

### **Minimum Qualifications (Education, Experience, Skills)**

- **5 years of proven work experience as a Chef/Kitchen Manager in large corporate restaurant.**
  - **Extensive food knowledge, with ability to remember and recall ingredients and dishes**
  - **Familiarity with restaurant management software, like Toast**
  - **Strong leadership, motivational and people skills**
  - **Strong training skills**
  - **Food Handler certificate required.**
  - **Background check required.**
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Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

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