



Banquet Sous Chef

Reports to: Executive Chef/Executive Sous Chef

Department: Food & Beverage

Classification: Salaried Exempt

Liaises with:

Director of Food & Beverage/ Executive Chef/ Executive Sous Chefs

Restaurant and Catering Managers

Other Departmental Managers

Scope and General Purpose:

Support and Assist the Executive Chef. Oversee the day-to-day culinary operations in Banquets/Catering. Train and supervise staff and monitor food quality. Oversees all food preparation in the banquet kitchen. Select, train and supervise kitchen staff in the proper preparation of menu items, equipment and safety measures. Evaluate performance, give guidance and discipline as necessary to promote quality products. Visually inspect, select and use only the freshest fruits, vegetables, meats, fish, fowl and other food products of the highest standard in the preparation of all menu items. Read and employ math skills for following recipes. Prepare requisitions for supplies and food items for production in workstation. Observe production flow and make adjustments in order to adhere to control procedures for cost and quality. Monitor to ensure proper receiving, storage (including temperature setting) and rotation of food products so as to comply with health department regulations, including coverage, labeling, dating, and placing items in proper containers of kitchen and service. Write, maintain and update all menu specifications, recipes and pictures, production forecasts, and ensure same are being followed. Check to see that all equipment in the kitchen is clean and in proper working condition and write work tickets for any equipment in need of repair. Oversee the scheduling of culinary staff so that proper coverage is maintained while keeping payroll costs in line.

Essential Duties

- Approaches all encounters with guests and team members in a friendly, service-oriented manner.
- Provide leadership to the culinary management team.
- Assist the Executive Chef/Executive Sous Chef in all day to day operations.
- Ensures all purchases and requisitioned items are ordered appropriately for timely delivery.
- Delegate tasks to improve efficiency guiding line cooks in furthering their skill sets as it relates to administrative tasks in the culinary division and development process.
- Has full understanding of each position in the kitchen and able to perform those tasks in the event of an absence.
- Set performance standards and monitor them regularly.
- Clearly communicate directions and visions in a manner which motivates and encourages colleagues.
- Coordinates quarterly training plans and testing to ensure staff (FOH/Culinary) is well educated in food preparation methods and key ingredients.
- Lead by example serving as a role model; displays humility, honesty and integrity.
- Ensure all company policies are administered fairly and consistently.
- Maintain an open door policy, encourage collaborative efforts between all colleagues.
- Demonstrate strong business acumen ; understand financial reports, adjust to the needs of both consumer and business, monitor closely food costs and related expenditures.
- Oversees a thorough and accurate monthly inventory as well as random inventories throughout each month, utilizing approved spreadsheets and/or inventory programs.
- Maintains proper inventory levels of dry goods, meats, dairy, produce, juices, etc.
- Ensures the appropriate handling, storage, and security of all food products.
- Demonstrate new cooking techniques and equipment.
- Works closely with Food and Beverage director and Executive Chef /Executive Sous Chef to create new and interesting dishes, menus.
- Create rotating menus that coincide with the seasons featuring local and hyper-local ingredients.
- Develops relationships with local merchants.

- Sources highest quality products and ensures competitive pricing is negotiated.
- Provides timely submissions to the Marketing Department for social media requests.
- Ensure staffing guidelines are implemented and pertinent to guest satisfaction.

Marginal Duties

- Participates in weekly meetings with F&B management, offering updates on program additions, omissions, and provide forward vision for culinary program
- Accurately perform administrative tasks as required (payroll, disciplinary, financial reporting, scheduling, etc)
- Manage expenses including food cost, labor, supplies, uniforms, and equipment
- Interact with guest to create camaraderie and obtain feedback on quality and service levels
- Responds quickly to any guest complaints
- Review surveys and share with culinary team

Knowledge, Skills & Ability Requirements

- High school diploma or GED, 3 years experience in the culinary field at a management level or 2 year degree from accredited culinary school and 4 years culinary experience at the management level
- Complete continuing education classes
- Working knowledge of wines, other beverages for use in food preparation
- Working knowledge of Point of Sales (POS) systems and operations
- Working knowledge of health, safety and food service regulations
- Excellent communication and guest relation skills in English
- The ability to work well with a large group of people in a team environment
- Must maintain composure and objectivity under pressure
- Ability to work a flexible schedule including nights, days, weekends and holidays

Physical Demands

Essential duties require long periods of standing and walking as well as frequent reaching and kneeling, pushing, pulling, carrying, lifting and moving objects 50 lbs or more without assistance. The employee must have normal vision (corrected), hearing and verbal communication.

Environmental Conditions

Duties are typically performed in an indoor setting; however duties may be assigned periodically which take place out of doors and in the elements.

This Job Description reflects management's assessment of essential functions; however it does not prescribe nor restrict the tasks that may be assigned.