

**Position:** Junior Sous Chef

**Department:** Culinary

**Start Date:** 2015

**Min. Contract Length:** 12 months

**Description:**

Supervise and coordinate activities of cooks and other workers engaged in preparing and cooking food by performing the following duties. Follow direction of the Executive Chef, Chef de Cuisine and/or Sous Chefs in maintaining the highest standards of food quality, taste and production.

**Essential Functions:**

- Directly supervise 6-10 employees in the kitchens.
- Monitor performance of assigned staff and ensure that all procedures are completed to department standards.
- Responsible for daily line-ups, weekly management meetings, and monthly staff meetings.
- Execute service duties and develop and execute training initiatives and procedures for all culinary positions in accordance with The Broadmoor Standards, Forbes Five-Star and AAA Five-Diamond standards.
- Requisition supplies and ensure timely and accurate ordering.
- Implement daily and weekly cleaning checklists for stewards and cooks.
- Direct and establish daily operational procedures for employees in their daily responsibilities.
- Ensure that all employee assignments are completed.
- Assign and coordinate daily production and prep work for culinary staff to complete.
- Delegate opening and closing procedures and duties.
- Set strict guidelines for dry and perishable food storage within State regulations.
- Inspect the cleanliness, sanitation, organization, and working condition of the service areas and work stations including all tools, equipment and supplies.
- Rectify deficiencies as needed.
- Maintain high levels of quality and consistency in all aspects of food production.
- Conduct safety training on lifting, emergency procedures, proper knife handling, and so on.
- Train staff on consistent products, new recipes, specials, taste, presentation and hotel policies.
- Ensure fair and consistent departmental rules and practice.
- Maintain a professional and positive attitude at all times and maintain composure under pressure.
- Assist Chef de Cuisine in updating recipes, plating instructions of all menu items, opening/closing procedures, and station set-ups.
- Help train culinary and stewarding staff on an ongoing basis.
- Observe workers engaged in preparing, portioning, and garnishing foods to ensure that methods are as prescribed.

**Junior Sous Chef Continued.**

- Give instructions to cooking personnel in fine points of cooking.

- Cook and carve meats, and prepare dishes, such as sauces, during rush periods and for banquets and other social functions.
- Assume responsibility for kitchen in absence of the Chef de Cuisine.
- Assist Chef de Cuisine with scheduling kitchen staff and be sure staff follows schedule accordingly.

**Experience/Requirements:**

ACF Apprenticeship or culinary school graduate

At least four years of experience in a full service restaurant

Minimum of one year supervisory experience preferred.

Highly responsible & reliable.

Ability to work well under pressure in a fast paced environment.

Ability to work cohesively as part of a team.

Ability to focus attention on guest needs, remaining calm and courteous at all times.

While performing the duties of this job the employee is regularly required to stand; walk; use hands to finger, handle, or feel; talk or hear and taste or smell. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 10 pounds (5kgs) and up to 25 pounds (12kgs). The employee must frequently lift and/or move up to 60 pounds (30kgs). Occasionally push, lift, and/or pull 100+ lbs (45kgs+) with assistance. Vision requirements include: close, distance, and peripheral vision, depth perception and ability to adjust focus.

