

# Job Description Sous-Chef

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Position title	Department	Reports to
SOUS-CHEF	BOH	Kitchen Manager, Jen
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	

## Position Summary

The sous-chefs, both am and pm, are the kitchen’s second in command. They are in charge when the kitchen manager is not around. They assist the kitchen manager with every aspect of the kitchen and the BOH team. They are available to work 5 days a week for 30 - 35 hours a week.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Provide leadership and guidance to the kitchen team, assist in training of job responsibilities and duties, ensure the safe use of equipment, execute and enforce the standard operating procedures of the Northside Diner. Mentor staff on kitchen techniques and etiquette, track performance and foster a positive and collaborative working environment.
- Supervise kitchen staff, monitor and maintain high standards of food preparation and safety. Person in charge when the manager is not around. Oversee the quality, presentation and timeliness of dishes. Ensure the consistent execution of menu items, including portion control. Address any issues with food quality promptly and effectively.
- Communicate effectively with the kitchen team about station management and preparations to ensure smooth operations. Manage master inventory and work closely with kitchen manager, supervise receiving of goods and stock rotation. Minimize waste and ensure efficient use of ingredients.
- Work hot side on the line with the knowledge and ability to oversee all stations, all shifts. Execute food preparation tasks. Maintain a clean, organized and well stocked station.

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## Minimum Qualifications (Knowledge, Skills, and Abilities)

Sous-Chef must have 3 years or more job experience on the line.

Sous-Chef must have an up to date CFPM or Food Handler certificate, or equivalent.

Sous-Chef must show leadership skills, have culinary knowledge and ability to keep their cool in hectic situations.

BOH staff must be able to stand for long periods of time, have the ability to lift heavy loads and complete tedious, repetitive tasks over a long period of time.

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

The kitchen is the heart of the business. It's busy, loud, hot and sometimes cold too. We work at a fast pace and as a team. We are mindful that the kitchen can be a dangerous place therefore we follow all Standard Operating Procedures to maintain a safe and stable work environment.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of 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.

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To perform this job successfully, the employee(s) 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.

**Reviewed with employee by:**

Signature: \_\_\_\_\_

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_

**Received and accepted by:**

Signature: \_\_\_\_\_

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_

The Northside is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.