

Position Description

Sous Chef

Primary objective

This position is responsible for generalist and/or specialist cookery skills and middle level leadership where supervision and/or training of members of the team is required.

Under the direction of the Executive Chef, this position plays a key role in kitchen management including portion control, stock control including spoilage minimization, and daily inspection and monitoring of fridge/pantry/storage areas for cleanliness. The position additionally plays a key role in achieving the departmental vision: consistently offering every guest/patron an exemplary level of service and quality of food.

This is a full-time salaried position, requiring work across a variety of shifts.

Core employee responsibilities	Core competencies
<ul style="list-style-type: none"> • Build effective workplace relationships. • Communicate with both internal and external customers in a courteous and professional manner. • Self management including: <ul style="list-style-type: none"> – organising and managing work tasks according to schedule, – adhering to all Company values, principles and procedures such as OH&S requirements and maintaining a professional appearance, – participating in performance review according to HR policies, and – self directed learning and development as well as undertaking required training. • Deliver excellent customer service. • Strive for continuous improvement. • Develop organisational knowledge. • Use workplace specific technology. 	<ul style="list-style-type: none"> • Work cooperatively with team members, assist others, contribute to team performance and demonstrate support for the Company's commitment to a harassment free workplace. • Open, professional and friendly verbal communication combined with an ability to receive and follow instructions. English language capabilities relevant to the position. • Demonstrated willingness to learn and acquire new skills and knowledge and work in a time efficient manner. • Awareness and demonstration of customer service standards applicable to the work area, including using initiative and problem solving. • Understand the need for continuous improvement in the business and adapt to change in workplace practices. • Ability to perform general calculations and measurements and apply this knowledge to the workplace. • Sound working knowledge of products, services, activities and promotions offered in the immediate workplace. Understanding how immediate workplace relates to other areas of the property, and generally aware of the other Federal Group businesses. • Understand the impact and purpose of technology within the workplace and possess basic skill in using the relevant technology.

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Key technical responsibilities	Key technical competencies
<ol style="list-style-type: none"> 1. Work closely with Executive Chef to achieve goals and guest satisfaction. 2. Responsibility for receipt and examination of goods/supplies to ensure quality and quantity standards and specifications are met. 3. Liaise with Restaurant staff, and assist where necessary to ensure efficient expedition from kitchen to dining area. 4. Maintain and update contemporary food knowledge; demonstrate culinary innovation and creativity. 5. Instruct kitchen staff of lower rank, including shared responsibility for training and support of apprentices and new or unskilled staff. 6. Maintain kitchen equipment and ensure necessary paperwork and/or reporting is provided to the Sous Chef in a timely manner. 7. Kitchen cleaning duties on a daily basis. 8. Control and order stock and maintain stock levels; maintain basic food cost control standards. Liaise with the Sous Chef regarding shortages/usage. 	<ol style="list-style-type: none"> 1. Demonstrated ability to take direction from senior kitchen professionals to ensure freshness of product, and that meals are prepared, cooked and presented to standard and recipe; advanced cooking skills. 2. Experience and ability in accurately examining supplies on delivery; ability to effectively communicate and negotiate with vendors to ensure standards are met. 3. Advanced interpersonal skills including negotiation, and using initiative and discretion to maintain a harmonious workplace. 4. Demonstrated interest in contemporary food trends. 5. Ability to manage a team particularly: <ol style="list-style-type: none"> a. leading by example b. developing team commitment and cooperation c. giving constructive feedback and guidance to support development d. coaching others in job skills 6. Proven ability to monitor performance of kitchen equipment and diagnose potential issues. 7. Strong kitchen cleaning skills. 8. Ability to plan and monitor required stock levels; experience in managing and reporting food costs.

Additional technical responsibilities	Additional technical competencies
	<ul style="list-style-type: none"> – Working knowledge of local produce

Qualifications and experience	Personal attributes
<p>The following qualification(s) or equivalent experience is:</p> <ul style="list-style-type: none"> • desirable: • essential: <ul style="list-style-type: none"> – Certificate III in Commercial Cookery and at least 3 years post trade experience – Extensive experience in hotel and/or restaurant kitchen operations 	<ul style="list-style-type: none"> – Strong communication and interpersonal skills with a wide range of people; written communication skills appropriate to position. – Excellent customer service orientation; driven to exceed customer expectations. – Strong organizational and prioritizing skills; kitchen operations and broader staff/self/team/time organization. – Flexible, professional and adaptable approach.

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Health and safety		
<p>This following health and safety factors are relevant to this position. Please refer to the job demands checklist for further information. Please refer to this information when answering any questions relating to health and safety and/or medical risk.</p>		
Frequent (occurs 1/3 – 2/3 of time)	Constant (occurs 2/3+ of time)	Repetitive
<ul style="list-style-type: none"> – Use of leg and or foot to operate machinery – Forward/backward bending/twisting at the waist – Standing in an upright position with upper torso moving about – Reaching overhead with arms raised above shoulder height or forward reaching with arms extended – Walking or running on even surfaces – Raising/lowering or moving objects form one level/position to another, usually holding an object within the hands – Lifting/carrying 0-9kg – Working with dust including flour – Working in an area affected by gas, or working directly with gases – Working in temperature extremes (e.g. cool room/fridge, freezer) – Working in confined spaces – Manual handling tasks (e.g. lifting, carrying) – Working with electrical apparatus (non – electrician) – Use of light machinery and equipment 	<ul style="list-style-type: none"> – Standing in an upright position without moving about – Gripping/holding, clasping with fingers or hands – Fine finger movements e.g. delicate slicing of foods – Handling of hazardous substances including storage – Use of eyes as an integral part of task performance – Use of the sense of smell as an integral part of task performance – Use of the sense of taste as an integral part of task performance – Working in a noisy area – Use of hands/arms(e.g. stacking, reaching, mopping, sweeping,) 	

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Immunisation/Vaccinations	
This following immunisations/vaccinations are recommended for this position:	
<ul style="list-style-type: none"> • Hepatitis A&B 	
Assessment and selection process	
<ul style="list-style-type: none"> • Resume/CV-based assessment against criteria as outlined in this document (desireable/essential, Key technical responsibilities). • Behavioural Interview against key technical and personal attributes 	
Reporting relationships	
This position reports to: Executive Chef	Positions that report to this: Chef de Partie.

The organisation recognises that through naturally gaining confidence in their ability and understanding of the systems, key tasks, and internal and external interactions required by the job the employee may in time operate more efficiently in the job. It is anticipated that this will free up time that could be used to develop and enhance the skills, knowledge and abilities of the employee. As a consequence of this the employee may from time-to-time be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities. These extra duties will be discussed between the employee and their immediate Supervisor/Manager and the decision to allocate them will be taken jointly.

Position description authored by: Northern Regional Recruitment

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