

**Job Description – Sous Chef**

**Report to: Head Chef/Senior Management**

**Job Role:**  Works alongside head chef to manage daily kitchen activities, including overseeing staff, aiding with menu preparation, ensuring food quality and freshness, and monitoring ordering and stocking. Provides meal quality and consistency by following designated recipes and procedures. Promoting and instilling company philosophy and goals.

* Leads kitchen team in chef's absence.
* Provides guidance to junior kitchen staff members, including, but not limited, to line cooking, food preparation, and dish plating.
* Oversees and organizes kitchen stock and ingredients.
* Ensures a first-in, first-out food rotation system and verifies all food products are properly dated and organized for quality assurance.
* Keeps cooking stations stocked, especially before and during prime operation hours.
* Assists in hiring and training of new kitchen employees to restaurant and kitchen standards.
* Manages food and product ordering by keeping detailed records and minimises waste, plus works with existing systems to improve waste reduction and manage budgetary concerns.
* Supervises all food preparation and presentation to ensure quality and restaurant standards are kept.
* Works with head chef to maintain kitchen organization, staff ability, and training opportunities.
* Verifies that food storage units all meet standards and are consistently well-managed.
* Assists head chef with menu creation.
* Coordinates with restaurant management team on supply ordering, budget, and kitchen efficiency and staffing.
* Any other duties as required by senior management.

**Desired character traits**

1. Infectious Attitude
2. Self-Awareness
3. Assume the best of people
4. Long-term view of success
5. Trust in others
6. Patient/motivational
7. Lead with authority and example
8. Integrity/respect

**Key Performance indicators:**

* Demonstrates excellent competency skills, is able to carry out tasks to the required standard consistently.
* Demonstrates good product knowledge e.g. menus, opening times, upcoming events.
* Demonstrates superb guest awareness and focus – always friendly, welcoming and attentive to guests.
* Demonstrates good ability to communicate effectively both with guests and colleagues.
* Demonstrates his/her ability to embrace our core values.
* Demonstrates good enthusiasm, interest, and passion in their work.
* Demonstrates good organisational skills and ability to work well in a busy environment.
* Demonstrates a positive, flexible attitude, is a team player who shows willingness to help other colleagues.