

## **Job Description: Senior Sous Chef**

### **Summary:**

*Reporting to the Executive Chef, the Senior Sous Chef demonstrates and helps maintain high standards that consistently exceed the expectations of guests. They control the resources, manage the processes and cultivate the understanding of good food throughout the hotel.*

### **Job Requirements:**

- Minimum of 2 years experience required in fine dining or upscale restaurant.
- Professional, articulate, friendly, and punctual.
- Possesses and exhibits the drive to provide exceptional service.
- Full time flexible hours are required (able to work days, nights, weekends, holidays).
- Must be able to stand/walk for 8 hours; bend, push, pull; lift 50 lbs.
- Proficient in computer skills including POS systems, Word and Excel.
- Professional appearance appropriate for a fine dining establishment.

### **Skills:**

- Able to work at a rapid pace while maintaining attention to detail; ability to multi-task
- Must have good supervisory skills.
- Must have good communication with cooks and front of house.
- Must be skilled in time management.
- Must have teaching and motivational skills.

### **Attitude:**

- Must exhibit an excellent service attitude and be willing to go out of their way to accommodate the guests and exceed their expectations.
- Must be flexible and able to adjust to meet the changing needs of guests.
- Must maintain a level of professionalism and communicate effectively.
- Must show enthusiasm for the job, the restaurant and the hotel.
- Must be considerate, patient and willing to help out fellow employees.
- Must have a good self-image and be able to command the respect of the employees.
- Must be able to tolerate pressure and work calmly and efficiently during busy times.
- Possess the highest work ethics, personal morals and honesty beyond reproach.

### **Duties:**

- To be in control and aware at all times of food costs percentages.
- To assist with the preparation of budgets and aim to achieve the budgeted gross profit.
- To assist with the management of the department's payroll, staff rotation and the kitchen cleaning schedule.
- To provide training and development for department staff in kitchen procedures.
- To provide and record a program of basic training for all new members of staff and to communicate performance and development issues on a regular basis.
- To ensure the kitchen is run in the same professional manner when the Head Chef is not on duty.
- To ensure effective daily communication with relevant departments.
- To liaise with the Head Chef and implement new menus.
- To ensure all statutory regulations are adhered to, and to ensure that all employees are trained to uphold the conditions of the food hygiene policies.
- To be flexible and willing to help other departments at busy times if required.
- To comply with all Bruce Hotel policies and procedures to ensure that all-statutory regulations are observed and that the kitchen comply with these requirements.