(Insert Company Logo)

## Job description

## TITLE: SOUS CHEF

**FLSA:** EXEMPT

**POSITION OBJECTIVE:** Oversee and coordinate daily activities and operations of cooks and other employees engaged in preparing and cooking food products.

**KEY RESPONSIBILITIES:**

* Train and develop kitchen staff; train cooks/kitchen staff in the importance of consistency in preparation and presentation
* Establish procedures, prepare, and coordinate schedules, and expedite workflow
* Ensure that level of quality, portion control, and plate presentation is adhered to consistently
* Assist with hiring, training, and motivating kitchen staff
* Prepare a variety of cuisine utilizing skill and creativity
* Hold employees accountable for personal hygiene and appearance
* Regularly check all working areas of cooks and utilities, including storage areas, refrigerators, and dust bins for cleanliness
* Organize and implement weekly staff schedules
* Ensure all necessary reports and forms are completed daily
* Monitor stock levels and stock quality
* Utilize labor effectively to meet budgets; keep close watch on food costs and other kitchen expenses
* Enforce all labor laws (federal, state and local)
* Perform other duties as assigned by Supervisor

**QUALIFICATIONS/SKILLS:**

* Possess strong leadership, communication, and relationship skills
* Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
* Acute attention to detail in fast paced environment
* Capable of producing a consistent product in a timely manner
* Strong organizational, problem-solving, and analytical skills
* Ability to manage priorities and workflow
* Ability to effectively communicate with people at all levels and from various backgrounds;

bilingual in Spanish a plus

**EDUCATION AND/OR EXPERIENCE:**

* Culinary Degree
* Experience in a fast-paced restaurant kitchen required
* 2-4 years in a culinary management position