

# HOTEL TEATRO

## Position Description

<b>Position:</b> <b>Sous Chef</b>	<b>Department: Food &amp; Beverage</b>
<b>Status:</b> <b>Exempt</b>	<b>Reports to: Chef de Cuisine</b>

### Position Summary:

Maintains high levels of guest service and satisfaction by preparing and developing of food items in accordance to standards and recipes in the kitchen operation, maintain food production areas and cleanliness, and training of new hires.

### Essential Functions of the Job:

- Responsible for the safety and proper handling of equipment.
- Properly handles all guests' requests to completion.
- Maintains and oversees overall cleanliness of kitchen operation according to standards.
- Ensure timeliness of food production and assists staff whenever necessary.
- Assists the chef in successfully cleaning the kitchen and working with janitorial team to ensure work is done according to checklist in a timely manner.
- Responsible for IRD food service with appropriate prep for occupancy.
- Assist with food preparation for banquet meals and functions.
- Responsible for completing closing and/or opening duties for culinary team.
- Responsible for completing AM/PM prep sheets by checking stations and walk in coolers as part of nightly closing.
- Assists in proper rotation and utilization of all food and non-alcoholic beverage items.
- Communicates effectively and immediately, any situations which may require management assistance. This may include employee-related issues as well as guests.
- Communicates with staff regularly and informs every department of necessary information.
- Maintains professional appearance and conduct at all times.
- Demonstrates working knowledge of safety and fire procedures.
- Assist in emergency and security procedures as directed by management and the established emergency plan.

### Additional Job Duties:

- Completes tasks and projects delegated by management; assist other departments as business volumes and staff levels demand.
- Completes shift checklists and informs management if there is anything that time does not permit.

- Reports to work in a neatly groomed and acceptable manner as outlined in the employee handbook and departmental rules.
- Maintains regular attendance in accordance with the policy outlined in the employee handbook.
- Enforces and complies with all policies and procedures for Hotel Teatro.

Physical Requirements:

- Ability to carry heavy loads up to 50 pounds.
- Standing, bending, and stooping may be required.

Education, Experience, Skills:

- High School diploma
- 2 years related experience in a supervisory or above capacity.
- BS degree in Culinary Arts or related certification preferred but not required
- Excellent command of English language and have the ability to clearly communicate directions to subordinates.

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Employee's Signature

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Date

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Manager's Signature

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Date

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HR Initials