

# HOTEL TEATRO

## POSITION DESCRIPTION

<b>Position:</b> Executive Sous Chef	<b>Department:</b> Food and Beverage
<b>Status:</b> Exempt	<b>Reports to:</b> Chef de Cuisine/Executive Chef

**Summary:** The Executive Sous Chef is second in command of the overall kitchen operations to maximize efficiency of service regardless of meal period or hotel venue. They are responsible for managing the kitchen staff to ensure quality of product and service from the kitchen.

### Essential Job Functions

- Coordinate product orders with designated purveyors to ensure freshness, quality and par levels are maintained based on established menus.
- Ensure the serving of quality culinary dishes and on schedule based on client requirements or meal service period.
- Approve all dishes before they leave the kitchen to ensure quality of food and presentation
- Assist in the recruiting and interviewing process of new kitchen staff as necessary
- Ensure that the kitchen facility meets all required safety and sanitation standards and regulations.
- Collaborate and create recipes with/for Chef de Cuisine. Prepare in advance for tasting and quality.
- Delegate responsibilities to subordinate staff in accordance with skill level
- Maximize the productivity of the kitchen staff
- Manage all aspects of the kitchen operation to ensure efficiency and quality.
- Ensure proper equipment maintenance and operations
- Oversee catering events and where necessary offer culinary instruction and demonstrate techniques
- Supervise kitchen personnel and their performance
- Report to the Chef de Cuisine and/or Human Resources any discrepancies in performance, scheduling challenges and accomplishments.
- Report equipment deficiencies to maintenance for proper repairs.
- Manage product inventories and kitchen supplies monthly.
- Operate within the budget each month and report deficiencies and/or extra costs.
- Organize assigned duties as outline and necessary to ensure quality product, preparation and presentation for each meal period and banquet events.

### Essential Characteristics

- Takes pride in providing exceptional service to guests and all Associates.
- Has a cheerful, upbeat attitude and naturally shares optimism with guests and all Associates.
- Is perceived by Associates in his or her department as a manager that is likeable, easy to work with, and open to hearing the perspectives of his or her staff.
- Works effectively and communicates with other departments to meet Hotel goals; expresses "point of view" differences in a professional manner and involves others in developing "win-win" situations and timely manner

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**KNOWLEDGE, SKILLS AND ABILITIES NEEDED FOR POSITION:** (specify whether required or preferred):

Area	Comments	Required:	Preferred:
<b>Education:</b>	High school diploma or equivalent Required, BA in Culinary Arts or Business Management Preferred.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Previous Work Experience:</b>	2-4 years related experience and/or training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Language Ability:</b>	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b>	Ability to create and implement new food concepts to maintain or increase revenue and dining covers for all meal periods.  Understand the importance of controlling food costs and reduce waste.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**PHYSICAL REQUIREMENTS:** How much on the job time is spent performing the following physical activities? Does the job require weight to be lifted, carried, or force be exerted? If so, how much and how often?

Activity	Never, Rarely, Occasionally, Frequently	Lifting Weight	Never, Rarely, Occasionally, Frequently
Standing	Frequently	Up to 10 pounds	Occasionally
Walking	Frequently	Up to 25 pounds	Sometimes
Sitting	Sometimes	Up to 50 pounds	Sometimes
Using hands to finger & feel	Frequently	Up to 100 pounds	Rarely
Reaching with hands and arms	Frequently	More than 100 pounds	Rarely with assistance
Climbing or Balancing	Never	Other: May be subject to occasional outdoor weather conditions, moderate noise levels and long periods of standing.	
Stooping, Kneeling, Crouching	Occasionally		
Crawling	Frequently		
Talking or Hearing	Frequently		
Tasting or Smelling	Frequently		

## SCHEDULING

**Holidays/Weekends/Evenings:** Must be able to work holidays, weekends and evenings on a regular basis.

**I am signing that I have received a copy of my job description and understand that it is not an exhaustive list of my job duties. I will notify my manager if there is something I do not understand or if I need additional training on any aspect of my job.**

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date