



Hacienda Sarria
Job Description: Sous Chef

Position Statement:

The Sous Chef will be responsible for working with the Executive Chef in planning, organizing and managing the Kitchen Department according to company policies and standards. This position reports to the Head Chef.

Reporting To: Head Chef

Responsibilities and Duties:

- Ensure all menus & dishes are to company specification
- Correct recipe & preparation requirements are met including temperature, seasoning and flavors to specification
- Ensure all kitchen and catering due diligence paperwork is maintained and up to date, this includes client event information on clipboards.
- Ensure readiness for service & set pace
- Follow company specification for food presentation
- Work in accordance with Company and food safety regulations, for preparation & storage of all food
- Communicate effectively with the Head chef & Office Manager
- Maintain a detailed knowledge of menu items & sourcing at all times
- Ensure kitchen is clean and hygienic, making sure cleaning rotas are adhered to and records are kept
- Ensure kitchen uniform and personal hygiene requirements are adhered to
- Assist the Head Chef to meet and exceed company food GP budget
- Assist in training all kitchen staff on dish specification and how to achieve food margins
- Maintain stock appropriate to catering levels, ensuring order list is created accurately and approved by Head Chef
- Other duties as assigned

Competencies & Requirements:

- Formal Training in Culinary Art
- Must have 3-5 years of culinary experience
- Food and Wine knowledge along with creativity
- Knowledge of purchasing, ordering, receiving and inventory procedures

Certificates, Licenses and Registrations

- Certificate of Completion from trade school
- Food Handlers Certificate