



EXECUTIVE SOUS CHEF

SUMMARY: Oversees and coordinates daily activities and leads the operations of cooks engaged in preparing and cooking for restaurant patrons and banquet events; maintains the quality, presentation, professional attitude and sanitation of the kitchen.

DUTIES AND RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Trains and develops cooks/kitchen staff in the importance of consistency in preparation and presentation.

- Ensures that level of quality, portion control and plate presentation is consistently adhered to BLAS standards.
- Prepares a variety of cuisine utilizing skill and creativity.
- Coordinates with wait staff to ensure guest expectations are met or exceeded.
- Assists Executive and Sous Chef, pastry and garde manger as needed.
- Maintains a clean, organized and safe kitchen; ensures all sanitation procedures are being followed; adherence to all health and safety regulations and procedures.
- Establishes par levels for supplies and equipment; monitors and maintains proper inventory levels; authorizes purchase orders for supplies and equipment.
- Establishes and maintains effective revenue management techniques to maximize profitability and control costs.
- Skillfully utilizes hand tools or machines required, reads recipes, measures, cuts, and otherwise works on materials with great precision.
- Establishes procedures, prepares and coordinates schedules and expedites workflow.
- Perform month-end inventories, ensures all necessary reports and forms are completed daily.
- Possesses and maintains through understanding of industry and stays abreast of industry trends; communicates/incorporates information to assure kitchen remains current.
- Supervises, motivates, and develops kitchen staff.
- Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance.
- Keeps up to date on overall activities of the team, identifying problem areas and taking corrective actions.
- Prepare weekly schedule for all cooks in accordance with business needs, avoiding over staffing and overtime.
- Management may assign or reassign duties and responsibilities to this job.

QUALIFICATIONS:

- Commitment to excellence and high standards.
- Five to six years' experience in fine dining or equivalent.
- Current knowledge of regional and national trends with food preparation, techniques and styles.
- Demonstrated proficiency in supervising, motivating and manage priorities and workflow.
- Good judgement with the ability to make timely and sound decisions

- Must be able to speak, read, write, and understand the primary language(s) used in the workplace, effectively communicate with people at all levels and various backgrounds.
- Passion, enthusiastic, focus, creativity and a positive outlook.
- Versatility, flexibility, and a willingness to work within constantly changing priorities.
- Ability to use personal computers helpful.
- Strong organizational, problem-solving, and analytical skills.

EDUCATION

- Graduate of an accredited culinary program or apprenticeship preferred but not required.
- Certification by the American Culinary Federation preferred.
- High school diploma or equal to a GED.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met successfully to perform the essential functions of this job. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift 25 lbs.
- Must be able to stand and walk for long periods of time.

LANGUAGE SKILLS:

- Must speak and communicate in English.
- Bilingual skills a plus.

CERTIFICATES & LICENSES:

- Food Handler Certificate

WORK ENVIRONMENT:

The work environment at Bernardus Lodge ranges from winter time lows of 20 degrees to summer time highs to 100+ degrees. While performing these duties the employee may be exposed to outdoor and inclement weather conditions.

GROOMING & UNIFORM:

Employee must wear uniform at all times during scheduled hours. Uniforms are the property of Bernardus Lodge & Spa. Uniforms that have been tampered or destroyed will be the responsibility of the employee and disciplinary action will apply.

- Hair must be clean and kept at a reasonable length.
- All Food Servers, Culinary and Spa personnel must wear their hair tied back.
- No extreme dying or bleaching of hair is permitted.
- Fingernails must be clean and well-trimmed at all times.
- Antiperspirant or deodorant must be worn.
- Any self-inflicted marking (tattoo) on the body cannot be observed by the public.
- Cologne or perfume may be worn at a minimum.
- Nametags must always be worn, unless your department has a specific policy to the contrary.