



OWL'S NEST

LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT

JOB DESCRIPTION

TITLE: Sous Chef

REPORTS TO: Executive Chef

DEPARTMENT: Food & Beverage

FLSA STATUS: Hourly (non-Exempt)

JOB SUMMARY

As second-in-command, the Sous Chef has a large amount of responsibility in the planning and directing food preparation in kitchens. This involves a large degree of supervising other kitchen staff, as well as keeping an eye out for problems that arise in the kitchen and seizing control of a situation at a moment's notice. The Sous Chef will collaborate directly with the Executive Chef to ensure a high-quality guest experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with the Executive Chef to produce diversified menus in accordance with the resort's policy and vision.
- Establish the working schedule and organize the work in the kitchen.
- Produce high quality dishes that follow up the established menu and level up to resort standards, as well as to guests' requirements.
- Train the auxiliary kitchen staff to provide best results in minimum time and using the maximum available resources.
- Maintain order and discipline in the kitchen during working hours.
- Monitor the receipt, storage and rotation of food product (as to comply with health department regulations), including coverage, labeling, dating and placing items in proper containers for kitchen service
- Developing a cross-marketing strategy to increase profit, such as pairing drinks with the food served.
- Monitor inventory and coordinate ordering schedules as needed.
- Maintain a sanitized, clean, and orderly work environment.
- Check for quality of ingredients and monitor stock.

KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma, GED or equivalent; BS degree in culinary science or related certificate would be a plus.
- 3-5 years' experience in full-service a la carte and banquet kitchens.
- Understanding of various cooking methods, ingredients, equipment, and procedures.
- Excellent record of kitchen and staff management.
- Accuracy and speed in handling emergency situations and providing solutions.
- Familiar with industry's best practices.

- Working knowledge of various computer software programs (MS Office, restaurant management software, POS).
- Strong communications (proficient in English and working proficiency in Spanish) and time management skills.
- Ability to work unsupervised on a variety of job tasks, from simple to complex.
- Organization and attention to detail, positive attitude, commitment to exceptional customer service, and ability to work as part of a team.
- Experience in the resort/hospitality industry helpful.

LICENSURE / CERTIFICATION REQUIREMENTS

- *ServeSafe* Certification (or within 30 days of hire).
- Participation in ongoing training and education.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Flexible schedule, which may include day, evening, weekend and some holiday assignments.
- Must be able to lift and stack objects up to 50 pounds occasionally and frequently exert 10 to 30 pounds of force to lift, carry, push, and pull or otherwise move objects.
- Work involves frequent periods of standing and walking.
- Work involves stooping, kneeling, crouching, twisting/turning, reaching, and bending at the waist.
- Able to hear well in a loud environment.
- Tolerate, at times, extreme temperatures like freezers (-10F) and kitchens (+100F) for one or more hours.
- Exposure to inclement weather at times.

I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with the Executive Chef's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest Resort; it is my responsibility to notify the Executive Chef that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date