



HAIG POINT
— DAUFUSKIE ISLAND —

Sous Chef

FLSA Status: Exempt
Department: Food and Beverage Kitchen
Reports to: F & B Director/Executive Chef

General Purpose:

Assists in direct supervision of culinary staff, food production, scheduling, training, maintaining quality standards and food cost control so as to create quality food products.

Essential Duties:

- ◆ Oversees and manages food production for a specific area of the kitchen (i.e. restaurant line banquets, shifts). Supervises and ensures production of consistently high quality food.
- ◆ Adheres to established control procedures for cost and quality such as food production charts, par inventories, standardized recipes, use records, food costing sheets, etc. Ensures that all recipes are followed and prepared on a consistent basis.
- ◆ Monitors and checks the maintenance of all kitchen equipment daily.
- ◆ Maintains and directs a quality food prep list.
- ◆ Assists Executive Chef with the ordering of all food products.
- ◆ Assigns duties to employees for efficient operation of the kitchen.
- ◆ Maintains and evaluates existing food concepts. Assists in the development of new food concepts.
- ◆ Assists in the achievement of budgetary objectives for the Food and Beverage Department.
- ◆ Process requisitions for supplies quickly and accurately.
- ◆ Trains and supervise employees in the proper preparation of menu items and operation of equipment. Assists in developing ongoing training programs.
- ◆ Ensures proper receiving, storage (including temperature setting) and rotations of food products so as to comply with health department regulations.
- ◆ Assists the Manager in interviewing, hiring, training, planning, assigning and directing work, evaluating performance, rewarding, and disciplining employees: addressing complaints and resolving problems.
- ◆ Assists in the management of department members that may include, but is not limited to: Cooks, Stewards.
- ◆ Incorporates safe work practices in job performance.
- ◆ Performs other duties as required.

Education/Experience:

Certificate from college, technical school or accredited facility; or three to six months related experience and/or training; or equivalent combination and experience.

Physical Demands:

Frequently stands, walk, uses hands to finger, feel or handle, reaches with hands and arms. Regularly reaches with hands and arms, tastes or smells. Occasionally sits, climbs, balances, stoops, kneels, crouches or crawls. Frequently lifts up to 25 pounds and occasionally lifts up to 100 pounds.

Environment/Noise:

Occasionally works in wet or humid conditions (non-weather). Regularly works in extreme cold and heat (non-weather). Occasionally works near moving mechanical parts, toxic or caustic chemicals, and in outdoor weather conditioned. Noise level is moderate.

Certificates/Licenses:

Food Safety and Applicable Sanitation Training

Job Knowledge, Skill, and Ability Preferences

- ◆ Ability to read and speak English may be required in order to perform the duties of the job (e.g. the employee may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological develops, etc.

"I have read this job description and certify that I can perform all essential job functions without a significant risk of the health or safety of myself or others that cannot be eliminated by reasonable accommodation

Signature

Date