

Job Description: Executive Sous Chef
Department: Food and Beverage
Reports to: Executive Chef
FLSA Status: Exempt



Position Summary:

The Executive Sous Chef is responsible for all aspects of the kitchen such as menu plans, operations, recipes, financial responsibility, portion and inventory control, food quality, and employee supervision. The Executive Sous Chef provides leadership training and hands-on management of the kitchen staff. The Executive Sous Chef is in charge of executing the food in the main kitchen, drives menu design and kitchen creativity and is responsible for growing and developing the product and profitability of the food service program. The Executive Sous Chef provides a consistent product and experience achieving revenue targets and managing costs as well as ensures all staff under direct supervision are focused and demonstrating a Guest Centric attitude and culture. In addition to maintaining our vision by adhering to our values and management principles, this position must provide the highest level of service to our guests.

Principal Duties and Responsibilities

The Executive Sous Chef is responsible to assist the Executive Chef with overall kitchen operation as a successful independent profit center, ensuring maximum guest satisfaction, through planning, organizing, directing, and controlling the Kitchen operation and administration.

Exhibits culinary talents by personally performing tasks while assisting in leading the staff and managing all food related functions. Also assists in supervising all kitchen areas to ensure a consistent, high quality product is produced.

Executive Sous Chef Duties and Responsibilities:

- Interacts with guests to obtain feedback on product quality and service levels.
- Responds to and handles guest problems and complaints.
- Able to make recommendations to the Executive Chef regarding succession planning.
- To be aware of all financial budgets and goals.
- To ensure that guests are always receiving an exceptional dining experience representing true value for money.
- Ensure that all recipes and product yields are accurately costed and reviewed regularly.
- Ensure that all food items are prepared as per standard recipe cards whilst maintaining portion control and minimizing waste.
- Ensure that food stock levels within the culinary department areas are of sufficient quantity and quality in relevance to the hotel occupancy and function forecasts.
- Ensure that chefs are always in clean tidy uniforms and are always presentable to be in guest view.

- Ensure that all food preparation equipment is being used safely and correctly and that it is cleaned and maintained.
- Ensure that all culinary operations manuals are prepared and updated.
- Ensure that the Department's overall operational budgets are strictly adhered to.
- Ensure that the culinary department adheres to all Fort Worden policies and procedures.
- Ensure that a consistent first-class product of the highest quality is achieved and maintained in all culinary areas, whilst adhering to operational deadlines.
- Ensure that meetings are well planned and results-orientated.
- Creative menu planning and correct food preparation for each outlet including banquets.
- To work in close conjunction with the Food and Beverage Director and Executive Chef, to create a yearly marketing Plan for the outlet.
- Ensure that all relevant banquet set-ups are prepared ahead of guest's arrival and in adherence with company standards.
- Be aware of new items, which are introduced onto the market and keep up with the latest product trends.
- To fully understand the market needs and desires for each outlet and ensure that the menus are developed to reflect those needs.
- To initiate relevant maintenance reports and work orders supported by the respective follow up of those items actioned.
- To manage associates fairly and take a personal interest in knowing all culinary associates.
- To project a positive and motivated attitude among all associates.
- To spend time in the restaurant to ensure that the operation is managed well by the outlet team.
- To frequently verify that only the highest quality products are used in food preparation.
- To ensure that all food products received into the Main Kitchen are of the required standard and quality and that they are stored and rotated correctly.
- Responsible for the supervision of all stewards and their activities within the culinary department.
- Ensure that weekly work schedules and annual leave planners are administered and filed correctly.
- Ensure that the overall culinary department is motivated and that positive feedback on work performance is given.
- To delegate responsibilities to subordinates as required.
- Coach and counsel employees in a timely manner and in accordance with Company policy.
- To act as manager on duty for the Food and Beverage department as scheduled.
- To recruit and select a suitable culinary team who are able to work within a decentralized management philosophy.
- Identify strengths and weaknesses and provide timely feedback to the individual.

Minimum Qualifications

1. Culinary Certificate or Degree by an accredited culinary agency preferred
2. Serve Safe Certification
3. 7-10 years' experience in a professional busy kitchen, pubs and restaurant environment
4. Strong preference for a chef who already locally sources their ingredients
5. Able to deliver and exceed the expectations of a highly demanding clientele
6. Ability to obtain and/or maintain any government required licenses, certificates or permits
7. Professional appearance and manner, good character to work in a fast-paced team
8. Positive, honest, and energetic work ethic
9. Food Service Card Issued by the State of Washington

10. Solid track record of success; demonstrating upward career tracking
11. Able to work ten hour-plus shifts plus the ability to stand, sit or walk for extended periods of time
12. Able to grasp, lift and/or carry up to 50 lbs. as needed
13. Finger/hand dexterity to operate kitchen machinery, knives, etc.
14. Able to withstand changes in temperature, occasional smoke, steam and heat and work in a confined area
15. Must possess hearing, visual and sensory abilities to observe and detect emergency situations; also to distinguish product, taste texture, temperature and presentation and preparation

Knowledge, Skills, and Abilities

1. Strong communication skills
2. Strong leadership skills, ability to motivate teams to produce consistently great food
3. Adept at working effectively in high energy and busy environments and works well under pressure
4. Willing and able to work evenings, weekends and holidays
5. Can work on own as well as part of a team
6. Passion for good food, local ingredients and quality customer experiences
7. Excellent knife skills
8. Must love and enjoy working with food
9. Ability to portion control on a large scale

Key Competencies

Key competencies include management, manages times well, communication, give clear and effective direction, produce large quantities of food well, attention to detail, integrity, honesty, problem solving, reliability, adaptability, and efficiency. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable. As a manager at the Fort you are also held accountable for our Management Principles: communicate, lead, achieve, delegate, improve, mentor and inspire.

EEO Statement

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a Special District public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families and groups who seek enrichment and discovery through life-long learning.

Employee (Print Name)

Employee Signature

Date

Executive Sous Chef

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running		X			
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)					
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers					
Grasping with hand, gripping					
Lifting/carrying 10-25 pounds					
Lifting/carrying 26-50 pounds					

	NA	NE	O	F	C
Lifting/carrying more than 50 pounds					
Pushing/Pulling					
Using Foot Controls					
Work in/exposure to inclement weather					
Work in/exposure to cold water					
Exposure to dust, chemicals or fumes					
Work/live in remote field sites					
Use of hazardous equipment (e.g. guns, chainsaws, explosives)					
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements				X	
Use of hot equipment (e.g., ovens)				X	
Exposure to electrical current	X				
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)				X	
Distinguishing colors			X		
Hearing conversations or sounds				X	
Hearing via radio or telephone				X	
Communicating through speech				X	

	NA	NE	O	F	C
Communicating by writing/reading				X	
Distinguishing odors by smell				X	
Distinguishing tastes				X	
Exposure to wild/dangerous animals		X			
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date