

Job Description: Sous Chef
Department: Food and Beverage
Reports to: Director of Food and Beverage
FLSA Status: Non-Exempt, 40 hours/week



Position Summary: Multi-outlet kitchen seeks a talented Sous Chef with experience designing and preparing local seasonal cuisine. We're looking for a creative individual who is willing to participate in creating seasonal menus and designing new dishes. The successful candidate will assist the Head Chef in both culinary and administrative tasks while communicating with the Restaurant Manager and F&B Director. We're looking for a professional who is dedicated to food quality and sets high standards for their output. Apply today if you can bring excellent culinary skill and high energy to this exciting opportunity.

Principal Duties and Responsibilities

- Create schedules for kitchen staff to ensure optimum resource management and speed of service
- Train new and existing kitchen staff on the preparation, arrangement and plating of dishes per the current menu
- Ensure all staff members adhere to culinary standards and regulations
- Respond to customer inquiries and concerns personally
- Design new menu choices based on seasonal ingredients and customer demand
- Track, record and replenish inventory as needed
- Cross-train kitchen staff on multiple stations
- Assist Head chef with pricing menu items
- Assist with all food preparation for all venues
- Experience with large volume catering
- A dedicated team player
- Attend and participate in staff meetings as required
- Perform other duties, responsibilities, and special projects as assigned

Minimum Qualifications

- High School Diploma or GED equivalent
- A professional diploma in food service or equivalent food service cooking experience
- 1-2 years of experience as a cook in a fast-paced large-scale venue or course in food handling
- Food Service Card Issued by the State of Washington
- Professional appearance and manner, good character to work on a fast-paced team
- Positive, honest and energetic work ethic
- Able to grasp, lift and/or carry up to 50 lbs. as needed
- Finger/hand dexterity to operate kitchen machinery, knives, etc.
- Able to withstand changes in temperature, occasional smoke, steam and heat and work in a confined area
- 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. Pays attention to small details, excellent reading comprehension and able to follow instructions correctly
2. Strong communication and organizational, time management and multi-tasking skills
3. Willing and able to work evenings, weekends and holidays.
4. Can work on own as well as part of a team.
5. Passion for good food, local ingredients and quality customer experiences.
6. Can work well under pressure in a fast-paced, high stress environment
7. Ability to Portion control on a large scale
8. Clear understanding of weights and measures and has good math skills
9. Demonstrates the ability to handle criticism well and learn from mistakes
10. Excellent knife skills; can quickly and safely slice or chop meal ingredients into exact dimensions as called for in the recipe
11. Strong communication skills

Key Competencies

Key competencies include listening and communication, attention to detail, strong written and verbal communication skills, integrity, reliability and efficiency. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

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 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.

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

Employee (Print Name)

Employee Signature

Date

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.

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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)	X				
Driving cars, light duty trucks			X		
Driving heavy duty vehicles		X			

Repetitive motion of hands/fingers				X	
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds				X	
	NA	NE	O	F	C
Lifting/carrying more than 50 pounds			X		
Pushing/Pulling			X		
Using Foot Controls		X			
Work in/exposure to inclement weather			X		
Work in/exposure to cold water		X			
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
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
