



Fort Worden Hospitality

210 Battery Way
Port Townsend, WA 98368
360.344.4400 | fortworden.org

JOB ANNOUNCEMENT: SOUS CHEF

Full-time, 30-40 hours per week, FLSA Non-Exempt
Starting Salary Range: \$25-\$28 per hour plus benefits and gratuity
Reports to Commissary Chef

OUR MISSION: Fort Worden Hospitality welcomes visitors to a treasured state asset – Fort Worden State Park and Lifelong Learning Center. We connect people to the park's resources: the lifelong learning center campus, the cultural, educational, artistic, environmental, and recreational programs offered by the park's partner organizations; the trails, beaches, and historic batteries. We also provide hospitality packages; meeting and events spaces; food service; and lifelong learning programming.

Fort Worden's Service Philosophy

- **Cultivate a community** for anyone to feel welcome at Fort Worden.
- **Attention to detail** in every task.
- **Model of integrity** in policy and practice.
- **Proactively work to ensure guests and employees want to return.**

POSITION SUMMARY

The Sous Chef supervises the team working in the commissary, providing support for the operation to ensure profitability and an enjoyable dining and working experience for all who come through the doors. The Sous Chef will address any questions or concerns that come up by maintaining a thorough knowledge of The Fort and all of its grounds, products and services. In addition to maintaining our vision by adhering to our values, this position must provide the highest level of service to our guests.

PRIMARY DUTIES & RESPONSIBILITIES

- Supervise commissary team members assigned, ensuring coverage to meet operational needs
- Collaborate on food and beverage to ensure a positive guest experience that meets the needs of the customers and revenue goals
- Lead staff in training and understanding the menu offerings and service expectations
- Stay guest focused and nurture an excellent guest experience
- Assist in menu development from recipe writing to costing; manage recipe binder and production adherence to written recipes
- Comply with all food and beverage health and safety regulations
- Maintain and control inventory procedures and submit accurate, timely orders
- Control costs with proper production execution and waste management
- Assess need for and report equipment repairs to manager and/or maintenance
- Train new staff
- Report incidents promptly and accurately
- Schedule, facilitate and attend staff meetings as needed
- Other duties as assigned by supervisor or other management

KEY COMPETENCIES

Key competencies include compassionate listening and communication; finding joy in helping people; approaching conflict with curiosity; crafting shared agreements; thriving in a team-oriented environment; being comfortable speaking in groups; practicing service-driven leadership; approaching problem-solving creatively; integrity, honesty, and adaptability.

- Planning and organizing
- Attention to detail
- Problem solving
- Communications
- Integrity

QUALIFICATIONS

- 2-3 years large volume cooking experience required
- WA State approved Food Protection Manager Certification (will provide training if needed)
- WA State MAST Alcohol Server Permit
- Professional appearance and manner, able to work cooperatively on a diverse team
- Positive, honest and energetic work ethic
- Able to grasp, lift or carry up to 50 lbs. as needed
- Finger/hand dexterity to operate various tools and equipment
- Able to withstand changes in temperature, occasional smoke, steam/heat, and work in a confined area
- Hearing, visual and sensory ability to observe and detect emergency situations; and to distinguish product, taste, texture, temperature, presentation and preparation
- Hospitality or Culinary School Certificate or equivalent work experience preferred
- 1-2 years' experience in food service leadership role preferred

KNOWLEDGE, SKILLS & ABILITIES

- Attention and care for the details, with proactive responses to problem solving
- Excellent reading comprehension and ability to follow instructions accurately
- Strongly skilled in organization, time management and multi-tasking
- Willing and able to work evenings, weekends and holidays; and step in to support other team members as needed
- Able to work independently and as part of a team
- Passion for good food, local ingredients and quality customer service
- Works well under pressure in a fast paced, high energy environment
- Demonstrates the ability to receive constructive feedback and learn from mistakes
- Reliable transportation to and from work
- Adherence to our Company Values of Community, Passion, Integrity, Environmental Stewardship and Culture of Learning
- Effective and professional oral and written communication skills
- Able to establish and maintain healthy working relationships with people in the course of work

BENEFITS

Employee Benefits include vacation time, paid time off, sick leave, discounts in restaurants, night stays and continuing education and training. Full time employees are eligible for insurance benefits including health paid at 80% by employee plus dental, vision and EAP paid at 100% by employer.

EEO STATEMENT

Fort Worden Hospitality 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, Fort Worden Hospitality will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.