

HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Full-Time Sous Chef
JOB CLASSIFICATION: EXEMPT
Salary Range \$36k - \$54k

Function

The Sous Chef is responsible for assisting the Executive Chef with all aspects of food preparation.

Supervision Received

All work is performed under the supervision of the Executive Chef

Supervision Exercised

The Sous Chef Indirectly supervises part-time Line Cooks, Dishwashers, Banquet staff and restaurant staff.

Essential Functions and Responsibilities

A. General Administration

1. Assist in the daily preparation of all food items.
2. Assist the Executive Chef with the purchasing, receiving and inventorying of food and food-related products.
3. Assist the Executive Chef with the repair and maintenance of kitchen equipment.
4. Help to implement and oversee kitchen safety programs.
5. Help instruct kitchen staff on proper food sanitation and handling practice.
6. Assists in the supervision of part-time kitchen staff.
7. Trains line cooks to handle the fast paced atmosphere of the bar & grill.
8. Perform all other duties as assigned by the Executive Chef
9. Assists in recipe creations
10. Provides assistants in management of special events with the Sales & Catering Supervisor

B. Customer Service

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Voice mailbox & Email will be checked daily and messages will be returned the same day.

4. Staff will provide the customers with accurate information in all park district communications.

C. *Safety, Health and Loss Control*

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.
5. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.
6. Develops and implements kitchen and facility safety programs.
7. Maintain secure storage areas to prevent loss of product.
8. Maintain a clean and sanitary work area to prevent food borne illness.

Marginal Responsibilities

1. Travel to various locations of the facility to observe the operation.
2. Communicate with residents, employees and vendors via telephone.
3. Use a computer keyboard to develop plans, reports and correspondence.

Psychological Considerations

1. Must be able to handle stressful situations with the public and other staff.
2. Must be able to respond to a customer's needs.

Physiological Considerations

1. Must be able to work prolong hours during nights and days as needed.
2. Must be able to stand, walk and climb.
3. Must be able to work at various times.
4. Must be able to work outdoors in difficult climates.
5. Must be able to carry heavy trays

Environmental Considerations

1. May perform his/her duties indoors and outdoors, and will be subject to extreme hot and cold weather conditions occasionally.

Cognitive Considerations

1. Must be able to follow directions and perform responsibilities as described.

Requirements

1. Valid Illinois Food Service Sanitation Certification.
2. Prior knowledge of food and labor costing as well as kitchen staff management.

Experience

1. Minimum of Three years of hands-on experience in a high volume banquet/restaurant facility.

Education

1. A.O.S. Degree in Culinary Arts. Preferred

Approved DRB 12/2014