

## Executive Sous Chef Job Description

We are looking for someone who has an understanding and ability to adhere to applicable safety rules and procedures. The ideal candidate will have excellent customer services skills, and an eagerness to work in a service oriented environment subject to frequently changing priorities. We are looking for applicants 18 years of age or older. A high school diploma or GED equivalent is preferred. Experience in working in a public facility is highly sought. We at the St. Charles Convention Center ask all applicants consider their work flexibility, as we service a wide array of ever-changing clients. These clients may have events that take place over long hours of the day, evening and night shifts, weekends and holidays as well. At the St Charles Convention Center, we will always encourage a strong work/life balance. The ideal candidate will be fluent in English. The Executive Sous Chef will provide oversight & responsibility for employee performance issues. The Executive Sous Chef must provide a high level of event oversight, culinary proficiency & operational/personnel support.

### Essential Function:

- Ensure budgeted food percentages are achieved through effective control measures including portion controls, kitchen timing, food inventory rotation measures, receiving and food storage procedures, inventory controls, effective purchasing procedures, kitchen security procedures and waste control for all Public Food Events.
- Controls labor costs through effective scheduling of kitchen staff, cross-training and development of employees.
- Ensure that the purchasing and preparation of all food products meet the Spectra standards of quality and consistency. Responsible for the development of menus, ensuring quality consistence and style of concept are maintained. Monitors production of food preparation ensuring recipe specifications, portion controls and kitchen timings are met. Monitors all food served relative to appearance, temperature, sanitary and quality standards.
- Independently create and collaborate with Food & Beverage Director to provide innovative menus.
- Assist with sourcing and provision of fresh and local foods.
- Responsible for all ordering and inventory.
- Supervise all set up, preparation and breakdown activities. Responsible for in-service delegation of tasks to line personnel.
- Coordinate the storage, maintenance and repair of all kitchen equipment to ensure operational readiness.
- Fulfilling kitchen record-keeping and administrative requirements including food inventories and invoicing of food products. Responsible for organizing employee work schedules, ensuring appropriate coverage for all kitchen areas.
- Promotes teamwork among staff through effective communication, follow through and goal settings. Leads by example and thorough instruction to effectively obtain quality management of product, service and philosophy of concept. Maintain a positive and compliant employee relations climate.
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- Provide excellent customer service assistance to internal and external clients.

**Benefits:**

- Medical, dental, vision, and life insurance
- 401(k) plan with company match
- Paid time off
- Training and certifications provided