

## **Full Time 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.

### **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
- Maintain Labor Cost Percentages at budgeted levels
- Ensure purchasing and preparation meet standards
- Supervise set up, preparation and breakdown activities, as required by supervisor
- Coordinate equipment storage
- Assist Executive Sous Chef in training and development of kitchen staff skills and ongoing training of current and new staff
- Ensure compliance to health and sanitation and safety regulations
- Assist with recordkeeping and administration requirements to include work schedules and production lists
- Promote teamwork among staff through effective communication, follow through, and goal setting
- Provide excellent customer service assistance to internal and external clients

### **Qualifications:**

- Ability to work a flexible schedule including days, nights, weekends, extended (long) work days, and extended number of days
- Minimum of 2 years kitchen management experience in high-volume operation
- High school diploma or equivalent GED
- Training from a professional technical school, two or four year college, or special culinary school is preferred
- Maintain certification in a state recognized food handlers and sanitation program
- Experience in culinary training – including menu planning, food preparation, and selection and storage of food
- Serv-Safe certified

### **Benefits:**

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

- Training and certifications provided