

## Job Description

Job Title: Sous Chef  
Department: Kitchen  
Reports To: Exec Chef and Chef de Cuisine  
Prepared Date:  
Revised Date:  
FLSA Status: Non-Exempt/Hourly  
Employment Status: Full Time Seasonal & Part Time Seasonal  
Pay Grade:

*NOTE: This job description shall not be construed as a contract for employment.  
The Home Ranch is an at-will employer.*

**As a prerequisite to employment, a background check and credit report may be performed.**

### SUMMARY

The role of our Sous Chef is to prepare culinary delights for our guests and owners and execute the menu, ensuring a high level of performance and guest satisfaction.

Guest satisfaction in our dining room revolves around the food appearance, high quality of the food and overall dining experience. The Sous Chef is responsible for creating daily menus, preparation of food items and maintaining cleanliness in all areas of the kitchen.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Comply with Standards of Service and assists in assuring the same from all kitchen employees.
- Assists in manage a day-to-day operation of the kitchen, coordinate food production schedules and ensure highest level of food quality, taste and presentation.
- Participate in actual food preparation, produce food consistently high quality, taste and presentation and expedite during peak meal periods as needed.
- Control food cost by assisting in training kitchen staff on the proper methods of food preparation and handling, by training kitchen, restaurant and steward employees on how to handle leftover food items.
- Ensures that all kitchen employees consistently adhere to uniform, grooming and appearance standards.
- In conjunction with the Executive Chef & Chef de Cuisine, establish goals for the kitchen, anticipate and resolve problems concerning all facets of the kitchen, anticipate trends, enact approved profit-oriented and cost saving ideas/activities.
- Establish and require strict adherence to health department and food handling guidelines
- In conjunction with the Executive Chef and Chef de Cuisine, develop menus & create and ensure adherence to recipes and product specifications. Train kitchen staff on all new menus.
- The Sous Chef must maintain effective communication within the kitchen and dining room, be responsive to staff suggestions and concerns and work to resolve problems
- Maintain effective working relationship with dining room manager, staff and all other ranch departments.
- Assist in food orders based upon projected levels of business.
- Conduct regular inspections of the entire kitchen/dishwashing areas and coolers and promptly act to correct deficiencies found during inspection.

### RESPONSIBILITIES TO SAFETY:

1. Protect the safety of self, co-workers ranch guests at all times.
2. Report any potentially harmful equipment or situations to the immediate supervisor without delay.
3. Report safety-related accidents and incidents at once to immediate supervisor.
4. Follow all company and department safety policies and procedures.

5. Operate equipment in a safe manner that will not lead to injury of yourself or others.
6. Drive in accordance with the law and resort policies.

### **SUPERVISORY RESPONSIBILITIES**

Assist Dining Room Manager/Executive Chef/Chef de Cuisine with training of kitchen staff.

Assist Dining Room Manager/Executive Chef/Chef de Cuisine with food management/menus.

As a Sous Chef you will be expected to work with Associates to ensure satisfaction. A Sous Chef will have to take initiative and get creative in resolving challenges and involve a Manager only when previous methods have been unsuccessful.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Advanced understanding of professional cooking and knife handling skills. Understanding and knowledge of safety, sanitation and food handling procedures. Previous kitchen management/supervisory experience required.

Skills/Aptitudes:

#### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

#### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and smell. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to high, precarious places and fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*