

SOUS CHEF

Job Title:

Sous Chef

Place of Work:

Kitchen of a hotel or a large restaurant

Scope and General Purpose:

To assist the head chef in the day to day running of the kitchen.

Responsible to:

Head Chef (Executive Chef)

Responsible for:

All subordinate kitchen staff

Liases with:

Heads of Department

Storekeeper

Linen room

Hours of Work:

Flexible

Limits of Authority:

To be agreed

Main Duties:

- To deputise in the Head Chef's absence.
- To ensure that all chefs des parties are familiar with the day's requirements.
- To ensure that the necessary stocks are on hand at the right quality and quantity.
- To ensure that fair discipline is maintained.
- To ensure that all staff are treated fairly and with commonly accepted courtesy.
- To ensure that timetables, leave rosters and attendance registers are up-to-date.
- To ensure that all statutory, as well as company, hygiene regulations are being strictly adhered to.
- To ensure that all maintenance problems are timeously reported and followed up.
- To ensure that all communications between restaurant and kitchen run smoothly.
- To ensure that each cook receives the correct orders for the appropriate tables.
- To ensure that each dish leaving the kitchen is checked for quality, quantity, presentation and correct temperature.
- To ensure that the dining room/ restaurant personnel are "standing by" when delicate dishes are served.

- To ensure that regular on-the-job training is carried out so that subordinate staff perform their duties correctly.
- To attend seminars and training courses as and when directed.
- To further your own knowledge of management methods and principles to ensure future advancement and further upgrading in management standards for the profession as a whole