

Position: **Sous Chef**

Reports to: **Executive Chef**

Objective: **Support the Executive Chef and Sous Chefs in the efficient and profitable execution of all catered events whilst providing effective leadership of delegated kitchen staff**

Responsibilities:

- Prepare, cook and serve food in accordance with menus ensuring a high level of quality and presentation is achieved at all times according to agreed standards
- Receiving and storage of food
- Receiving and rotation of stores
- Meet agreed food and labour cost targets
- Coordinate all equipment transfers for outdoor events in conjunction with the Executive chef
- Prepare department rosters for outside events in conjunction with the Executive chef
- Monitor and sign off on casual wages daily
- Work in conjunction with the Executive Chef to create and develop menu concepts that strengthens our business ambitions
- Maintaining company OH&S regulations
- Maintaining HACCP procedures and practises
- Foster sound relationships with front of house staff and kitchen staff
- Maintain kitchen equipment and plant in good condition
- Provide continual feedback to the executive chef on kitchen staff
- Assist with the training of kitchen staff
- Any other duties as required by the Executive Chef

Leadership

- Lead by example
- Provide direction and support to kitchen staff
- Organise and implement food service
- Plan and implement daily food preparation lists for effective production
- Support a culture of information sharing and culinary leadership to your employees
- Analysis of all aspects of the operation to monitor and audit performance to ensure continuous improvements are achieved

OH&S

- Manage and facilitate a safe workplace in accordance with company guidelines
- Provide appropriate training to all staff on all kitchen equipment
- Report all hazards to executive chef and proactively monitor the workplace for potential hazards

Personal specification

- Punctual at all times
- Neatly attired at all times
- Able to maintain a team environment
- Show professionalism and a commitment to Encore Group at all times
- Flexible and adaptable approach to work
- Excellent organisation skills
- Quick thinking
- Excellent communication skills

Essential Skills

- Highly organised person
- Communicates well at all levels
- Strong leadership skills and motivates others
- Attention to detail
- Delegation and follow up skills