

## WELLSVILLE CREATIVE ARTS CENTER

### Sous Chef

<b>Status:</b>	<b>Hourly</b>	<b>Title:</b>	<b>Sous Chef</b>
<b>Hours:</b>	<b>40 hrs/wk</b>	<b>Supervisor:</b>	<b>Head Chef</b>

Direct assistant to the Head Chef and second in command of all food operations at the Little Gem Restaurant. Lead, assist and be responsible for all prep, cooking, operations and profitability in the absence of the Head Chef.

#### QUALIFICATIONS

Excellent leadership skills  
Prior experience required in skilled food preparation and fine dining restaurant cooking  
Broad knowledge of cooking styles and menu items  
Knowledge of all food safety procedures and fabrication  
Highly organized and detail oriented team player  
Basic computer skills – E-mail, internet, excel and word  
Independent and motivated self starter that is also able to follow detailed directions  
Ability to work within time constraints and meet deadlines on a daily basis  
Dedicated to task completion and the ability to multitask with frequent interruptions  
Open minded attitude and a desire for continuous improvements  
Flexible and available to work additional hours when necessary

#### DUTIES AND RESPONSIBILITIES

Assist Head Chef with all aspects of food operations at the Little Gem Restaurant:  
These duties include cooking, food plating, presentation, prep, butchering, scheduling, operations and front of the house activities all in a timely and consistent manner  
Assist with menu planning, development, costing and ordering  
Assist with planning, preparation and cooking for special events as needed  
Assist in estimating food needs, inventory and the creation of the pull, order, buy and prep lists weekly  
Assist with lunch prep and cooking when needed  
Responsibility of general cleaning, maintenance and housekeeping of the kitchen  
Clean, organize and maintain coolers daily  
Check in, organize, maintain and track and order inventories of food items, refusals and back orders  
Adhere to all labeling and food storage policies for leftovers and uncooked products  
Adhere to and update check lists for all daily operational and cleaning needs  
Assist in training employees in proper food handling, food preparation and cooking as needed  
Create, update and maintain records for menu items prepared, served and supplies needed  
Continue to standardize operating procedures to improve efficiencies and profitability  
Other duties as assigned

HR – 02/11