JOB DESCRIPTION

TITLE   :   Sous Chef – Western Cuisine

DEPARTMENT   :   Food & Beverage Production

REPORTS TO   :   Executive Sous Chef

General Responsibilities:

- Attends and takes briefing before each shift to ensure smooth operation.
- Takes walks around to ensure things are in place
- Assist with mise-en-place for his/her assigned station/section.
- Ensure you have acknowledged handovers from previous shifts.
- Maintains the orderliness and cleanliness of the work stations, buffet area, etc.
- Possesses good product knowledge including types of rooms, resorts facilities, restaurant operational hours, special functions and events held at the resort.
- Follows immaculate grooming standards in line with the resort's grooming policy.
- Should be well versed of the departmental BRISOP (B*rand* R*osetta* I*ntegrated* S*tandard* O*perating* P*rotocols*)

Specific Responsibilities:

- Interacts with guests to take feedback on product quality and service levels.
- To ensure that guests receive an exceptional dining experience representing true value for money.
- Ensure that all food items are prepared as per standard recipe cards whilst maintaining portion control and minimizing waste.
- Initiates maintenance issues and work orders for the department and follow up of the same.
- Ensure that all recipes and product yields are accurately costed and reviewed regularly.
- Ensure that food stock levels within the culinary department areas are of sufficient quantity and quality in relevance to the resorts occupancy and function forecasts.
- Ensure that associate meals and associate dining services are of a high standard.
- Ensure that all food preparation equipment is being used safely and that it is cleaned and maintained.
- Is aware and ensures that the department's overall operational budgets strictly adhere too.
- Creative menu planning and correct food preparation for each outlet including banquets.
- To initiate relevant maintenance reports and work orders supported by the respective follow up of those items actioned.
- To frequently verify that only the highest quality products are used in food preparation.
- Ensure that food products received in the resort are of the desired quality and are stored/rotated correctly.
- Ensure that weekly work schedules and annual leave planners are administered and filed correctly.

- ➢ Responsible for maintaining the food cost under the budget without compromising the quality.
- ➢ Be familiar with property safety, first aid and fire, and emergency procedures and operate equipment safely and sensibly.
- ➢ Responsible for achieving a score of 90% in Guest Satisfaction Index for Food Production operations and take necessary action for the shortcomings for standard compliance.
- ➢ Initiates action to correct hazardous situations, notifies the Executive Sous Chef of potential dangers.

JOB SPECIFICATION

Knowledge & Skills	Disposition /Personality
Minimum experience of 8 years in Western cuisine; 2 years in managerial position	Ability to lead the team
Great Interpersonal skills	Presentable and pleasant
Should possess knowledge of FSMS (Food Safety Management System)	Possesses a good eye for detail
Cost-conscious, guest and quality-oriented.	Able to work independently with minimal supervision
Able to train the team on technical skills	Self-motivated, positive attitude, team player
Ability to perform effectively when there are significant pressure peaks	Willing and able to work in different shifts and extra hours on occasions to complete tasks
Proficient in MS Office	Presentable and pleasant

We expect all our associates to work in harmony and cohesion with other departments as well as colleagues from other group companies.

The organization shall reserve the right to depute your services between departments and between group companies. The Human Resource's team shall at all points be sensitive towards your aspirations and endeavor to manage your skills and aptitude in accordance to them.

Name	
Signature	
Position	
Date	

Signature

I have read/reviewed and have asked any questions necessary to understand the contents.

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