



Sous Chef Job Description

Reports to: Food Service Manager

FLSA: Fulltime Hourly Non-Exempt

Summary:

Under the direct supervision of the Food Service Manager, or Executive Chef in his absence, the Sous Chef is responsible for oversight of food production and preparation for SourcePoint's food service operations. This involves assisting the Food Service Manager and Executive Chef with all aspects of food service production and acting as the team leader in the absence of the above mentioned leadership team.

Essential Job Functions and Expectations:

- Manages kitchen staff to ensure daily production timelines are met
- Responsible for all aspects of food prep and production of home-delivered meals to ensure sufficient meals based on reports received from the Nutrition Department staff
- Responsible for all aspects of food prep and production for all cafés
- Responsible for catering food prep to be completed prior to the event in the time frame directed by Food Service Manager
- Assure adherence to all standards of food quality, preparation, recipes (following menu nutritionals), and presentation as directed by the Food Service Manager and Executive Chef
- Monitor holding and storage operations, stocking and food rotation, and guarantee food service sanitation standards are met
- Responsible for presentation, set-up, teardown, and oversight of the Café 55 food service line
- Responsible for kitchen assistant, service line and therapeutics volunteer training, matching skill sets to available positions, and coordinating schedules and needs with the Volunteer Supervisor
- Responsible for correct preparation of "hot" mechanically altered meals on a daily basis
- Place orders for supplies/food required for all meal production, as needed
- Assist Executive Chef with menu planning for all menu cycles, inventory control, quality assurance, and production/cost monitoring parameters
- Assist with recording inventory and end-of-month duties, as assigned
- Supervise and inspect all preparation and cooking equipment on a regular basis to ensure that they are kept clean, sanitary, and in perfect operating order
- Maintain the highest standard of cleanliness of the kitchen
- Follow all Health Department Guidelines and requirements as posted
- Record/log information daily as directed by HACCP Plan for the Health Department
- Work catering events, including prep and clean up, as directed
- Work nights and weekends as directed

- Maintain a thorough understanding of all programs and services supported by SourcePoint. This would include an understanding of SourcePoint’s own programs, as well as an understanding of the programs supported through our partnerships
- Attend all required trainings and staff meetings

Qualifications:

- 7+ years’ experience in food prep and production
- Experience with nutrition service programs and catering preferred
- ServSafe certification required
- Must be willing to demonstrate skills and/or take a written test
- Some college preferred or relative life experience
- Be able to manage kitchen staff on a daily basis
- Must be creative and have the ability to deal with ambiguity and change on a routine basis
- Be able to multitask to ensure deadlines are met
- Willingness to promote a positive work culture, both within the organization and the community
- Ability to read, write and communicate clearly
- Ability to follow instructions, work cooperatively with others
- Ability to maintain required records and perform basic math
- Basic computer skills
- Maintain valid driver’s license and proof of insurance
- Perform duties in a smoke free environment
- Maintain appropriate personal hygiene
- Must be willing to submit to and pass criminal background checks per agency policy

Essential Physical Requirements/Working Conditions:

- Ability to lift 20-30 lbs., stand for prolonged periods, and withstand extreme hot and cold temperatures on a regular basis
- Ability to safely navigate uneven terrain and stairs
- Must be able to remain in a stationary position for long periods

Other:

It is recognized that in any organization, particularly a small organization, it is necessary to assume new responsibilities appropriate to insure a smooth continuity of operations within the organization. Not only is the Sous Chef required to wear many hats, but it is also expected that this person will be familiar with the work of others to the point of being able to fill in on a temporary basis. It is anticipated that other organizational needs will emerge from time to time that will be assigned to the Sous Chef.

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Updated February 2021

Employee Signature

Date