

SOUS CHEF

Full time – Salary

The job of the Sous Chef is to help oversee and manage the overall production, quality control, and operations in the kitchen. Responsibilities include organizing and directing the processes necessary to provide a clean, professional, high quality, and high volume catering kitchen. The position reports to the **Chef de Cuisine**.

FOOD HANDLING / PRODUCTION

- Present food in creative ways that meets or exceeds Chowgirls standards.
- Have proof of current ServSafe Certificate.
- Ensure MN Health Department food safety standards in all stages of prep, storage, and transport.
- Assist with trouble-shooting during recipe development.
- Maintain Chowgirls sustainability standards.
- Ensure recipes are followed to create a consistent product.
- Execute on production timelines.
- Help Chefs order all ingredients for events.
- Check orders in and keep walk-in, freezers, and dry storage organized.
- Work with Operations Manager to order other supplies.
- Help in the research, purchase, and maintenance of kitchen equipment.
- Assist with tracking inventory.
- Must be able to work on your feet for at least 8 hours and able to lift at least 50 pounds

STAFF MANAGEMENT

- Serve as a role model, lead, and train staff on best practices.
- Manage kitchen staff and disciplinary actions.
- Oversee staff's execution of all food production.
- Maintain the Chowgirls standards of service.
- Delegate production of items to kitchen staff in a standard organized manner.
- Assist in Kitchen Coalition management.
- Be a leader in the kitchen.

COMMUNICATION

- Present a professional positive attitude among coworkers, vendors and with clients.
- Communicate with sales team about menu changes as needed.
- Communicate all necessary information to the kitchen staff..
- Be available to answer client and co-worker questions.



HUMAN RESOURCES

- React to change and adversity, positively and proactively.
- Attend all required meetings.
- Must have flexibility with schedule and availability.
- Be available for communication by phone and email at all times during your work hours.
- Collaborate with leadership, including founders.

INTERNAL ORGANIZATION

- Maintain general system of organization for kitchen staff, food, and equipment.
- A working knowledge of email communication, Google Docs and Sheets and the ability to learn Total Party Planner.
- Assists with MCK kitchen as needed.

HUMAN RESOURCES

- Maintain employee privacy at all times.
- Be aware of MN employment laws.
- Keep all Chowgirls information confidential, including internal documents, policies, procedures recipes, and customer/venue/vendor information.
- General knowledge of Chowgirls handbook, history, values, and vision.
- Always promote Chowgirls in a positive light at the office, on social media, and in the community.

Sous Chef Signature

Date

Culinary Director Signature

Date