

SOUS CHEF

Position Description

Position Title	Sous Chef
Department	Culinary Arts
Role Type	Salary
Reports to	HOTA Executive Chef
Direct Reports	All Salary, Full time & Casual Chefs and Stewards
Created Date	February 2022

About The Job

- Provide the highest quality customer service to the patrons of Home of the Arts.
- Ensure that all day-to-day requirements, in the successful running of the kitchen areas are met, on a timely basis.
- Ensure that all Workplace Health & Safety requirements relating to the Act and Home of the Arts' Policy Guidelines are adhered to.

HOTA Responsibilities

Our work is carried out in line with our **HOTA Values** of Art, Citizenship, Curiosity, Integrity and Generosity

Every role at HOTA is individually accountable for meeting our health and safety obligations which are set out in the WHS Roles and Responsibilities Procedure.

Our Priorities at work

- Strong interpersonal and communication skills to engage and build communities
- We are creative thinkers and collaborators who are inspired by change and working in a diverse precinct environment
- Passionate about art and driven by the opportunity to educate, raise awareness and tell stories
- Dynamic caring and curious with a commitment to excellence, experience and innovation

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training

Role Responsibilities

- Ensure that all Workplace Health & Safety requirements relating to the Act and HOTA's Policy Guidelines are adhered to.
- With Executive chef deliver budgeted sales, food cost & wage cost via good planning, time management & effective use of resources
- Monitor, track and deliver food costs
- At a minimum monthly food stock take
- Minimise food waste with a zero-waste attitude via good menu planning, excellent stock management, composting & appropriate use of kitchen garden
- Keep time and payroll records via HOTA systems
- Maintain a positive and professional approach with co-workers and customers
- Trains, develops and motivates supervisors and culinary team members to meet and exceed established food preparation standards on a consistent basis.

- Teaches preparation according to well defined recipes and follows up and discusses ways of constantly improving the cuisine within the business
- Display exceptional leadership by providing a positive work environment, counselling employees as appropriate and demonstrating a dedicated and professional approach to management.
- Should be able to provide direction for all day-to-day operations in the kitchen.
- Understand employee positions well enough to perform duties in employees' absence or determine appropriate replacement to fill gaps.
- Provides guidance and direction to team members including setting performance standards and monitoring performance.
- Utilizes interpersonal and communication skills to lead and influence kitchen staff.
- Provides and supports service behaviours that are above and beyond for customer satisfaction and retention.
- Improves service by communicating and assisting individuals to understand guest needs, providing guidance, feedback, and individual coaching when needed.
- Delegates as appropriate to develop supervisors and team members to accept responsibility and meet clearly defined goals and objectives.
- Reviews staffing levels to ensure that guest service, operational needs and financial objectives are met.
- Recognizes superior quality products, presentations and flavour.
- Ensures compliance with food handling and sanitation standards.
- Follows proper handling and right temperature of all food products.
- Ensure proper grooming and hygiene standards for all kitchen staffs.
- Ensures all kitchen employees maintain required food handling and sanitation certifications.
- Ensure proper purchasing, receiving and food storage standards in the kitchen.
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- Maintain Quality levels of receiving, storage, production and presentation of food.
- Ensure enough staffing levels are scheduled to accommodate business demands.
- Follows and enforces all applicable safety procedures specified for kitchen and food servers.
- Attend the daily morning meetings and other administrative sessions.
- Able to perform additional duties as requested by the hotel management as and when required.

Workplace Health & Safety

1. Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
2. In accordance with Home of the Arts' Workplace Health and Safety standards an Employee must ensure that they do not place themselves or others at risk of injury or illness. These obligations will be met by:
 3. Adhering to WH&S obligations and adopt sound work practices;
 4. Following all safe working procedures and practices designed for the work;
 5. Eliminating, reporting or advising their supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potential hazardous work-related condition or practice;
 6. Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained; and
 7. When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

Selection Criteria

- Demonstrate practical experience in a similar position for a minimum of 2 years;
- Excellent leadership and interpersonal skills;
- Effective verbal and written communication skills;
- Extensive knowledge and understanding of relevant Queensland acts and regulations and workplace health and safety;
- Time management and creativity skills; and
- Ability to understand and listen to any customer relations.

Qualifications and Experience

- Trade Certificate
- Food Safety Supervisor
- Current Police Certificate or willingness to obtain one

Physical Requirements

- Bending
- Twisting
- Squatting
- Reaching
- Grip
- Fine Motor
- Standing
- Walking
- Lifting (5 – 10kg)
- Carrying
- Push / Pull movements
- Stooping

Signatures

Incumbent	<p>I have read and understand this explanation and job description</p> <p>Signature _____ Date _____</p>
People and Culture	<p>Signature _____ Date _____</p>