

JOB DESCRIPTION

Position Title	Executive Sous Chef
Department	CBS SCENE Restaurant & Bar
FLSA Status	Exempt
Reports to	Executive Chef of CBS SCENE
Date	05-10-08

Position Summary

As a member of the management team of CBS Scene Restaurant & Bar, you will oversee kitchen and stewarding staff to ensure that all food is produced to the standards set by the Executive Chef of CBS Scene, ensuring a consistent high quality is product delivered to our guests. This position will assist the Executive Chef in hiring, training, and supervision of kitchen staff, and coordination/supervision of all culinary related activities.

Position Responsibilities

- The Executive Sous Chef will ensure that food preparation, quality, consistency, and presentation, meet CBS Scene menu standards at all times,
- Assist in creating of training manuals to ensure consistent delivery of product to the guest.
- Maintain cleanliness of workstations, kitchen areas, dishwashing areas, trash area, walk-in coolers and freezer to meet the highest food safety and Board of Health standards.
- Maintain and review prep lists, check daily pars and maintain pars.
- Oversee inventory of line stations. Control quality of food to avoid waste, ensure proper rotation and utilization.
- Supervise work execution, coordinating workflow to ensure a smooth running operation.
- Ensure purchased products are received up to set standards.
- Maintain all kitchen equipment in a clean and safe working condition.
- Train kitchen and stewarding employees on CBS Scene standards.
- Enforce CBS Scene employee handbook codes.
- Monitor and control overtime to meet budgeted goals
- Assist in monitoring employee performance and issue discipline when necessary.
- Communicate with Executive Chef on all problems, complaints and discrepancies.
- Maintain a monthly inventory of all food products.
- Maintain a positive relationship with all vendors, employees and guests.
- Special projects and assignments as business dictates

Essential Skills, Qualifications and Experience

- Minimum 4 years as a Sous Chef in a high volume/ high quality restaurant operation.
- Good track record of strong leadership skills.
- Ability to plan and supervise daily operations of a high volume kitchen.
- Ability to deal well with change and uncertainty and flexible enough to adapt and sensibly respond to the situation at hand
- Ability to handle multiple tasks and deploy available resources effectively.
- Ability to produce a quality product on a consistent basis.
- Possess excellent organization and communication skills (both written and verbal)
- Serve-safe certified.
- Experienced in staff training and development

Non-Essential Skills, Qualifications and Experience

- Experience in new restaurant openings.

Supervises

- Sous Chef
- Culinary staff
- Stewards