



Bon Appetit is hiring a full-time Sous Chef for Oregon Episcopal School. This is a salaried position that comes with full benefits. Follow the link to apply:

<https://careers.compassgroupcareers.com/main/jobs/556354?lang=en-us>

<b>JOB TITLE:</b>	Café Sous Chef	<b>DATE CREATED:</b>	02/28/2009
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE REVISED:</b>	06/09/2021
<b>REPORTS TO:</b>	General Manager		
<b>APPROVED BY:</b>	Theresa Segal, Regional HR Manager		

#### **POSITION SUMMARY:**

The Café Sous Chef for Bon Appetit Management Company is responsible for assisting with the overall success of the Food Program. This means adhering to the Client's culture and guidelines, the Health Department's regulations, and Bon Appétit's standards and expectations of food quality, freshness and presentation. This position supervises and assists lunch item production daily for the kitchen and oversees the kitchen's daily administrative, operational, and culinary tasks, including sanitation and safety. This position also motivates, trains, develops and directs the back of house associates to accomplish the objectives of the operation to the satisfaction of the customers, clients, and Bon Appetit Management Company.

#### **POSITION OBJECTIVES:**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

#### **MAJOR DUTIES/FUNCTIONS/TASKS:**

##### **Essential Duties and Responsibilities**

- Cooks and carves meats, and prepares dishes, such as sauces, during rush periods and for banquets and other social functions.

##### **Overall Management**

- Teaches and adheres to Bon Appétit's philosophy, culture and commitment to quality food and exemplary service.
- Supports the General Manager in having ownership of the Café.
- Has a **Passion** for food.
- Ensures all products and purchases meet Bon Appetit sustainability guidelines
- Has knowledge of and enforces the Client/Bon Appétit contractual agreement.

### **Supervision and Development of Staff**

- Supervises the adherence to proper standards following the associate handbook and established account guidelines.
- Helps General Manager conduct annual associate reviews, coaching & documentation sessions, and disciplinary actions.
- Ensures that all Hiring and Training standards are met and documented for direct hires, including but not limited to all onboarding documentation and training, as well as all required Safety Training (both LMS requirements & in-person certifications).

### **Food Programs**

- Oversees that all General Manager approved menus, programs, concepts, challenges and tasks are carried out in a time effective manner.
- Ensures that high quality food items are creatively well prepared and presented in a cost effective manner.
- Learns follows and leads the culinary staff in all Bon Appétit Corporate initiatives including Circle of Responsibility and Farm to Fork Programs
- Prepares a well balanced menu that meets the cultural and dietary needs of the Café guests as required by the client.
- Meets and exceeds the expectations of the customer and client perceived value.
- Ensures that all products and ingredients that are used are purchased following bon appétit purchasing standards and sustainability commitments.
- Works with management team to ensure that all display, catering and café culinary set up meet specific account standards.
- Makes sure all kitchen waste is disposed of properly in the most sustainable manner as supported by the client

### **Customer Service and Client Relations**

- Represents the company in a courteous, efficient, and friendly manner in all customer, client and employee interactions
- Interacts with customers and resolves customer complaints in a friendly and service oriented manner
- Communicates with the Client honestly, accurately and in a timely manner.

### **Financial Management and Analysis**

- Ensures that all culinary personnel follow the proper time and attendance policy
- Works with General Manager to make sure that labor goals are met.
- Assists General Manager with placing proper orders, sourcing the best local and seasonal foods, and following purchasing guidelines.
- Completes inventory on an appropriate schedule

- Works with the General Manager to ensure that food cost meets budgetary goals each week

### **Kitchen & Café Supervision**

- Ensures that overall café kitchen space meets the standards as presented in Great Expectations, as well as oversees the daily appearance and upkeep of the kitchen
- Supervises the proper garnishing and presentation of food.
- Ensures that overall café meets the standards as presented in Great Expectations, as well as oversees the daily appearance of the entire Café
- Monitors daily signage for proper spelling and descriptions.

### **SECONDARY DUTIES:**

#### **Special Events**

- Assists General Manager & Catering Management team with special events as needed with staff, culinary support

#### **Marketing/Sales**

- Works with General Manager to plan seasonal tastings of new menu items, solicit feedback from guests.

***Note: Job duties are subject to change as needed.***

### **FOOD AND SAFETY RESPONSIBILITIES:**

- Adheres to all County, State & Federal Health Department, OSHA and ADA regulations.
- Follows all Safety guidelines.
- Develops and revises station specific daily and weekly cleaning checklists and oversees their accomplishment.
- Reports any injury, accident and/or food borne illness incident for customers and/or staff accurately and in a timely manner to the General Manager and Safety Director.
- Trains all employees in safe operating procedures of all equipment, utensils and machinery. Provides safety training in lifting, carrying, hazardous material control, chemical control, first aid and CPR.
- Attends monthly safety meetings and participates in safety inspections

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Has a minimum of 2 years kitchen supervisory experience or applicable culinary experience in a similar volume, quality food service establishment,
- Posses general hospitality knowledge and interest in sustainability and sustainable food practices
- Has the ability to operate Web based ordering systems, process customer requests, changes to orders, menu updates and client profiles.
- Proficient with word processing and compose basic email memos

- Posses the ability to meet Bon Appétit unit specific uniform standards for this position.
- Utilize all Personal Protective Equipment's per Bon Appétit guidelines.
- Wear a cut resistant glove whenever using a sharp or potentially sharp tool or instrument.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- ServSafe certified
- Online Sexual Harassment Training
- All required State, Federal, & Compass Training, as required.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand, talk or hear, and taste or smell.
- Walk; use hands or fingers, handle, or feel; stoop, kneel, crouch, or crawl; reach with hands and arms.
- Regularly lift and/or move up to 40 pounds and may occasionally lift up to 50 pounds.
- Push and Pull carts weighing up to 100 pounds
- Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.
- Must consistently utilize all Personal Protective Equipment per Bon Appétit guidelines.
- Must wear a cut resistance glove whenever using a sharp or potentially sharp tool or instrument.

#### **LANGUAGE SKILLS:**

- Able to speak clearly and listen attentively to staff, peers, supervisors, guests and client in English
- Ability to effectively present information in one-on-one and small group situations to co workers and peers.
- Ability to lead small meetings and trainings with employees and other members of the company and cover basic health, safety, culinary and service topics.

#### **ACHIEVING LEADERSHIP IN THE FOODSERVICE INDUSTRY:**

Bon Appétit is a diversity focused organization. Our goal is to improve the quality of work life by using fair and consistent treatment by providing equal growth opportunities for ALL associates. Equal Opportunity Employer.

**AUTHORITY:**

This position supervises numerous (up to 15) hourly employees of diverse background and skill level.