

YMCA of Brisbane  
**Job Description**

**SOUS CHEF**  
325 on George Restaurant

**RESPONSIBLE TO:**

Head Chef or other person who, from time to time, may be nominated.

**RESPONSIBLE FOR:**

Chefs, Apprentices and Kitchen Hands.

**POSITION LEVEL:**

Full-Time – Non Award.

**PRIMARY RESPONSIBILITIES:**

Under the direction of the Head Chef assist with the management of all food operations with strict stock and food service control, labour cost management, portion and quality control. Ensure consistent quality and timely delivery of the best possible product to guests all times.

Duties and Responsibilities:

1. Responsible for the supervision of all kitchen services and staff in the absence of the Head Chef
2. Assist with the development of the 325 on George team to build a venue that is well recognised within the local area
3. Responsible for the production of meals from initial preparation through to cooking and presentation
4. Ensure food preparation is timely and to the quality and standard as required in the establishment
5. Actively contribute as a member of the 325 on George and Hotel George Williams' team towards the achievement of agreed customer service standards
6. Assist in the development of new menus 3-4 times a year, along with daily specials, Function Menus and Cocktail Menus
7. Planning and presentation of meals including portion control, garnishing and placement
8. Assist with supplies ordering and stock control; ordering and purchasing of stock as required, maximising cost control and minimisation of wastage
9. Storage and handling of all stock to HACCAP requirements
10. Staff supervision in accordance with policy and procedures and relieving of staff when required
11. Perform administrative duties as required, maintain and update outlet log books, requisition operating supplies and equipment, report repairs and maintenance
12. Ensure kitchen area is clean, hygienic and well maintained at all times and is a safe environment for staff, as per state legislation for food handling, preparation and supply
13. Handle guest queries and complaints in a professional manner ensuring guest satisfaction
14. Assess customer feedback to refine and improve the food operation
15. Attend meetings as required
16. Liaise with service staff and other managers of the establishment in training and other meetings
17. Ensure compliance with all relevant legislation and industry Awards or Agreements
18. Uphold and promote the policies and mission of the YMCA of Brisbane
19. Maintain a safe work environment so as to minimise risk to both customers and staff
20. Report identifiable risk so that immediate action can be taken
21. Comply with all practices in the Quality Manual
22. Comply with all practices in the Food Safety Plan
23. Maintain the quality system and report any deviations from the intended system to immediate Supervisor
24. Must be aware of and implement the YMCA's Safeguarding Children and Young People policy
25. Maintain confidentiality of all YMCA information, records and files
26. Any other duties that may be determined from time to time by the Chief Executive Officer

**QUALIFICATIONS/  
EXPERIENCE**

1. Minimum Certificate III Chef Qualifications
2. Minimum of 5 years cooking experience, with 2 years supervisory responsibilities in high-volume commercial facilities
3. Senior First Aid Certificate
4. Strong Communication and negotiation skills
5. Staff supervision and training skills
6. Capable of operating effectively in a high pressure environment
7. Ability to motivate staff and maintain a positive working environment
8. Ability to handle queries, complaints and any difficult situations which may arise in a professional manner
9. HACCAP & Food Safety Supervisor Certificates
10. Proven commitment to delivering and improving the customer service experience
11. Maintain contemporary product knowledge of the food, beverage and other services supplied to restaurant and other hotel customers
12. Willingness to provide a current and nil conviction Queensland Police Certificate.

Authorised by: \_\_\_\_\_ 5<sup>th</sup> March 2010