

*Job Description***SOUS CHEF**

325 ON GEORGE

RESPONSIBLE TO:	Head Chef (or other person who, from time to time, may be nominated)
RESPONSIBLE FOR:	Chefs, Cooks, Apprentices and Kitchen Hands.
POSITION LEVEL:	Full-Time – Hospitality Industry (General) Award 2010
PRIMARY RESPONSIBILITIES:	<p>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.</p> <ol style="list-style-type: none"> 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 as well as function, conferencing and cocktail menus. 7. Responsible for meal quality, portion control and presentation of meals including garnishing and placement 8. Assist with ordering, purchasing and storage of stock as required, maximising cost control and minimisation of wastage. 9. Storage and handling of all stock to Food Act requirements and adhering to company Food Safety Program. 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. Continually 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. Comply with all practices in the Food Safety Program 18. Ensure compliance with all relevant legislation and industry Awards or Agreements. 19. Comply with kitchen work procedures. 20. Maintain confidentiality of information of the YMCA of Brisbane and Y-Care records and files

	<ol style="list-style-type: none"> 21. Maintain the work environment so as to minimise risk to both customers and staff 22. Report identifiable risk so that immediate action can be taken 23. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document 24. To maintain the Quality System and report any deviations from the intended system 25. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual" 26. Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy 27. Any other duties as required within the Hotel George Williams or other venues as determined by the Chief Executive Officer from time to time.
QUALIFICATIONS/ EXPERIENCE	<ol style="list-style-type: none"> 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 product knowledge of the food, beverage and other services supplied to restaurant customers and hotel guests. 12. Maintain contemporary skills and knowledge relevant to the provision of food and beverage services. 13. Willingness to provide a current and nil conviction Queensland Police Certificate.

Authorised By: _____ Dated: 04/05/2011