



## **Hotel Cerro Job Description – P.M. Sous Chef**

**Position Title:** P.M. Sous Chef

**Lines of communication: Reports to:** Executive Chef, F&B Manager

**Responsible for:** Overall Kitchen Production

**Liaises with:** Pastry Chef, Cooks, F&B Manager

### **Position Summary:**

Oversee production within main kitchen and satellite pantries. Coordinate daily prep with Head Chef for restaurant and event venues. Organize prep lists and delegate as needed. Prepare daily specials. Quality check all preparations for consistency and timeliness. Expedite daily services. Check inventory as needed, and/or complete vendor orders.

### **Duties and Responsibilities:**

Duties and Responsibilities will include but not be limited to the following:

- Overall responsibility for prep and production of all food daily.
- Overall responsibility for training, supervising all team within the Kitchen.
- Overall responsibility for the efficient operations of breakfast, through dinner service
- Meet regularly with Executive Chef to review feedback, inventory, and plan for each week.
- Develops and implements procedures to ensure that all production meet or exceed Hotel Cerro's standards and goals.
- Reviews daily arrivals, VIPs, special requests, group needs, room assignments and coordinates with appropriate departments to meet the needs of guests.

- Maintains a high level of morale and productivity.
- Monitor BEO's, special requests, and member pickups for Life of Pie
- Follow local Health Code and Guidelines to ensure safe and quality products.
- Review sales and loss of all department production.
- Oversee inventory and ordering of supplies, and report to Executive for consolidation.
- Complete projects in a timely manner as required by Executive Chef

**Prerequisites:**

- Strong verbal and written communication skills. Multi-lingual ability is a plus.
- A highly driven and motivated individual with an artistic ability, and knowledge of flavor composition and seasonality.
- Working knowledge of classic technique, and modern aesthetics.
- Must be able to create attractive products in an efficient manner.
- Must be flexible in terms of working hours and schedules.
- Must be able to physically endure long periods of standing and lift 50lbs overhead.
- Must possess technical understanding of cuisine, flow of a kitchen, and how to organize.
- Must be able to handle a multitude of tasks in an intense, ever-changing environment.
- Must be effective at listening to, understanding, and clarifying the concerns and issues raised by guests and employees

## **Education**

- AoS or equivalent completion of accredited Baking and Pastry program.

## **Experience**

- 3-5+ years in upscale restaurants or bakery.
- 1+ year supervisory experience