



## JOB DESCRIPTION

<b>Position Title</b>	:	<b>Sous Chef</b>
<b>Department</b>	:	<b>Food &amp; Beverage</b>
<b>Grade</b>	:	<b>6</b>
<b>Contract Type</b>	:	<b>Limited</b>

### Scope of work (JOB PURPOSE)

Assist the Senior Sous Chef to manage a team of Chefs to ensure that the restaurants and all outlets are managed with high standards of food quality and proper managing of cost to ensure maximum profitability.

### Main Responsibilities

#### Leadership

- Set high personal and professional standards for the departments under by your own performance.
- Recognize outstanding individual performance and deal with substandard performance fairly, immediately and constructively.
- Give clear, concise directions, provide support and supervise the chefs to ensure that directions are properly executed.
- Seek responsibility and take responsibility for your actions and the actions of those reporting to you.
- Establish a climate of motivation and enthusiasm in your division.
- Actively participate in the F&B division's revenue and cost control strategies.
- Understand and ensure implementation of policies and procedures pertaining to your division's operation.
- Get the right people in the right job.
- Constantly seek to develop the expertise of those reporting to you.
- Have a deep understanding of the hotel's Vision and integrate this into your daily activities.
- Adjust to changes in job requirements and the hotel's operational strategies to meet business needs.
- Exercise moral judgment, imagination and courage in the practice of leadership.

#### Budgeting and Finance

- Assist the Executive Sous Chef in the preparation of the annual business plan.
- Monitor the Kitchen budget and discuss with the Executive Sous Chef on the corrective action where necessary.
- Control cost whilst ensuring the hotel's Guests expectations are exceeded.

***Disclaimer:** Job descriptions are not exhaustive and the job holder may be required to undertake duties which are in line with but not limited to the above responsibilities*



### **Marketing**

- Have a keen understanding of the hotel's market segments and their expectations.
- Constantly seek to identify unmet Guest's needs and work towards developing new/improving current products and strategies to sustain our competitive advantage.
- Know the hotel's current and potential competitors.
- Understand the product image the company aims to project and ensure that image is reflected in every aspect of the manner in which you manage the departments under your supervision.
- Be present in front of guests and engage during the meal period at the buffet stations.

### **Communication**

- Communicate effectively within the organization at all levels using the most appropriate communication method for the matter concerned.
- Conduct regular brief, concise, well-prepared rap sessions (meetings) and ensure follow-up.
- Communicate with Guests and be visible in the local community as a representative of the hotel.

### **Organization**

- Maintain an efficient and effective administrative system.
- Assist the Executive Sous Chef to set Kitchen policies and procedures and ensure all manuals are up to date.
- Understand the hotel's general policies & procedures and align your personal actions as a senior manager.
- Participate in the hotel's duty management roster.
- Maximize the use of available technology and systems to get results
- Ensure the facilities, equipment and offices under your supervision are maintained in excellent condition.

### **Technical Competency**

- Know your job and continue your self-development by self-directed learning and participation in company sponsored training programs.
- Assist in the operation at peak times and any other times business needs require your hands-on assistance.
- Work together with Accounting to organize inventories in the departments under your supervision.
- Be visible in the operation and ensure implementation of quality standards.
  
- Lead or otherwise facilitate the transfer of information regarding priorities, assignments and problem solving at the various briefing sessions each day.
- Have a good understanding of the hotel's emergency procedures and ensure implementation of those related to the departments under your supervision when required.
- Represent the Senior Sous Chef in his absence.
- Ensure clean kitchens, hygienic work procedures and high safety standards.
- Assist the Executive Sous Chef in minimizing spoilage and wastage.
- Work together with the Senior Sous Chef to develop menus that are cost effective and in accordance with trends and market demands.
- Assist the Senior Sous Chef in maintaining low food cost whilst achieving high food quality.
- Monitor implementation of all kitchens related energy conservation programs.



### Health & Safety

Managers/Supervisors are responsible for all aspects of Health, Safety & Security within their department, in line with the Group Policy (HS001). In particular, they must ensure that risk assessments have been carried out, that safe working procedures are in place for all work activities and that all employees under their management are aware of the Group Health, Safety and Security Policy and their obligations under it. They must ensure that safe working practices are monitored, and that risk assessments and procedures are reviewed regularly. Where incidents do occur, they must ensure that they are investigated appropriately and that where necessary, corrective action is taken to ensure that such incidents are not repeated

To apply, please send your cover letter and CV to [rovlyn.escueta@legoland.ae](mailto:rovlyn.escueta@legoland.ae)