



Job Title: **Sous Chef**
Company: Stone Creek Resorts o/a Silvertip Golf Resort
Location: Canmore, AB
Reports To: Executive Chef

Date To Start: As soon as possible
Position: Permanent, Full-Time
Salary Range: \$40,000 to \$50,000 – based on experience

JOB OVERVIEW:

Under the guidance of the Executive Chef, and within the limits of established Silvertip Resort policies and procedures, the Sous Chef, oversees and directs all aspects of the culinary operation in the absence of the Executive Chef.

DUTIES AND RESPONSIBILITIES:

1. Communicate expectations to the Associates through:
 - a. Departmental Orientation
 - b. Job Description & Task List by Classification
 - c. The Designated Trainer Program
 - d. Performance Appraisal/review Process
 - e. Development of Associates
 - f. Monthly Departmental Meetings
 - g. Conflict Resolution/Progressive Corrective Action
 - h. Pre Service Meetings
2. Controls and analyses on an on-going basis:
 - a. Quality levels of production and presentation
 - b. Guest satisfaction
 - c. Merchandising and marketing costs
 - d. Cleanliness, sanitation, hygiene
3. Responsible for the production, preparation and presentation of all food items, ensuring highest quality at all times
4. Makes recommendations with respect to Food and Beverage promotions in order to achieve service delivery objectives

5. To specify food product quantity and quality to the Purchasing Manager for efficient production and execution of culinary operations
6. Aid in the preparation of menus and participates in the pricing strategies in consultation with Executive Chef, Food & Beverage Manager and Restaurant Manager by taking into consideration:
 - a. Local requirements
 - b. Market needs
 - c. Trends
 - d. Competition
 - e. Recipes
 - f. Costs
 - g. Availability of Food & Beverage products
 - h. Merchandising and promotion
7. Determines the minimum and maximum food par stocks
8. Ensures the completion of purchasing lists in accordance with the Silvertip Resort quality and quantity standards. Inspects all perishable food items received for quality
9. Assists in planning budgeted operational expenditures to provide operating supplies, services and requirements necessary to meet established standards
10. Keeps an up-to-date standard recipe file for all food items to include:
 - a. Sales history
 - b. Sales mix
 - c. Actual costs
 - d. Potential costs
 - e. Par stock
 - f. Production time
11. Provides required tools, equipment and support to all Associates for the smooth execution of service delivery
12. Monitors and maintains service delivered according to the Policies and Procedures Manual
13. Communicates fire, emergency and health and safety procedures in conformance with the laws having jurisdiction
14. Performs related duties and special projects as assigned

QUALIFICATIONS

Essential:

1. Five (5) years of management experience in a Kitchen of an upscale Resort and/or free standing upscale Restaurant

2. Must Posses Certification with Inter-Provincial Red Seal, or equivalent
3. Ability to satisfactorily communicate in English with guests, management and co-workers to their understanding
4. Ability to provide legible written communication to a high standard
5. Familiarity with yield management and cost controls
6. Proven success with employee relations' skills and ability to implement and maintain standards

Desirable:

1. College degree or equivalent years of experience
2. Certified Chef de Cuisine
3. Computer training

SKILLS

Essential:

1. Ability to enforce Resort's standards, policies and procedures with Culinary Associates
2. Ability to forecast accurately
3. Ability to prioritize and organize work assignments and delegate work
4. Ability to direct performance of staff and follow up with corrections where needed
5. Ability to lead and motivate staff and maintain a cohesive team
6. Ability to identify departmental training needs and arrange for such training to be provided
7. Ability to be a clear thinker, analyze and resolve problems exercising good judgment
8. Ability to focus attention to details
9. Ability to input and access information into on site computer systems
10. Ability to remain calm and courteous with demanding/difficult guests and/or situations
11. Ability to perform job functions to standards under pressure
12. Ability to ensure security and confidentiality of guest and Resort information