

*SEE ROCK CITY, INC.*  
**JOB DESCRIPTION**

Title: <i>CAFE 7 PART-TIME SOUS CHEF</i>	Team: Café 7
Reports to: Café 7 Manager	Status: Part-Time, Non-Exempt

**Summary**

*The Café 7 Sous Chef is responsible for providing leadership to the Café 7 kitchen team throughout food service, overseeing food preparation, cooking and presentation, and ensuring the back of house work environment meets all prescribed health and safety standards. Under the direction of the Café 7 Manager, the Café 7 Sous Chef is also responsible for performing the following duties:*

**Responsibilities**

- Delivers excellent guest service to internal and external customers in line with the organization’s mission, culture, and values.
- Models appropriate guest and partner interaction at all times, displaying the values of the culture of excellence and leading in a manner that serves as an organizational model for the values.
- Leads the Café 7 back of the house team in the daily execution of menu delivery for guests.
- Ensures kitchen processes are running smoothly overall throughout daily operations.
- Expedites during service.
- Works with the Café 7 Manager and Culinary Experience Executive Chef in developing menu offerings throughout the year.
- Communicates scheduling issues to the Café 7 Manager and helps to proactively manage labor during changing business needs.
- Oversees the daily supervision of partners assigned to work for the Café 7 BOH team in the absence of the Manager.
- Assists in training Café 7 back of house partners to include back of house duties, serving as the primary teacher in developing other BOH team members.
- Assists with maintaining working order of all equipment in the Café 7 kitchen. Coordinates with Manager when maintenance is needed.
- Prepares food to menu specifications according to quality standards and presentation guidelines.
- Ensures portion control and food quality to minimize loss.
- Assists in ensuring temperatures are checked and recorded regularly.
- Ensures work area is properly stocked and is kept in clean and organized order.
- Assists with cleanliness and organization of kitchen, bar, and dining area.
- Ensures ingredients are proactively ordered, maintained, and restocked when needed.
- Assists in ensuring health codes and safety standards are followed in order to maintain a high health score.
- Adheres to organization’s processes and procedures, ensuring these are consistently followed at all times.
- Performs other duties as assigned by management.

**Qualifications**

- Minimum 2 years’ experience in full-service restaurant required with sous chef experience preferred.
- Formal culinary training preferred (such as a culinary degree or other formal training certification).
- Serv Safe certified or ability to become certified at time of hire.
- Able to effectively lead a team of 5-10 people with prior leadership experience preferred.
- Possess an outgoing, friendly personality and the desire to provide quality service.
- Ability to convey a conservative and professional image to guests
- Must be 18 years of age or older.
- Ability to speak effectively in one-on-one and small group situations.
- Ability to read and interpret documents; to write reports and correspondence.
- Ability to work effectively in a fast-paced, demanding environment, subject to extreme temperatures.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.

- Ability to withstand heat conditions and enclosure for extended periods of time.
- Required to regularly use hands and fingers. Ability to lift/move up to 50 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.