

PORT MADISON ENTERPRISES

Job Description

Title: Sous Chef	Dept.: Food and Beverage
Exempt/Nonexempt: Exempt	Reports To: Executive Chef
Pay: Per Wage Policy	Gaming License Classification: Class II

General Position Summary:

Manages kitchen efficiently and profitably. Responsible for food and labor cost control in cooperation with Executive Chef.

Essential Functions/Major Responsibilities:

- Responsible for all kitchen personnel when Working Chef is not available
- Ensures that all cooking/food prep areas meet health sanitation standards
- Provides input to department manager on procedures and operations, makes recommendations
- Assists in planning daily (employee) meals and special foods
- Ensures all products are of high quality and conforms to standards
- Responsible for cost control in food, recipes, and labor
- Assists in preparing menu specials and recipes
- Ensures proper amount of inventory is available
- Creates prep lists for kitchen needs
- Schedules daily/weekly prep and cleaning list for staff

Secondary Functions:

- Assists in ongoing training of kitchen personnel
- Keeps walk-ins and storage areas neat, clean and organized
- Establishes and maintains security of all products, supplies and equipment
- Other duties as assigned

Job Scope:

Performs essential and secondary functions with minimal supervision. Operates from established Food and Beverage policies and procedures and Health Standards. Decisions are made within general company policy constraints, but require some independent decision-making.

Supervisory Responsibilities:

Supervises Main Kitchen staff in the absence of the Executive Chef

Interpersonal Contacts:

Has regular contact with others both inside and outside the organization. The most common internal contacts are with employees. The most frequent external contacts are with vendors, service providers and visitors. Internal and external interactions involve information exchange, and problem solving.

Specific Job Skills:

- Thorough knowledge of all phases of kitchen procedures and operations.
- Thorough knowledge of Washington State Health Regulations.
- Able to operate cooking equipment
- Knowledge of sautéing, broiling, steaming, baking and sauce specialties.
- Ability to supervise and staff in a professional manner.
- Good communications skills (both verbal and written).
- Ability to work under stressful situations while maintaining an even emotional keel
- Ability to problem solves and make decisions in an expeditious manner within the general policies and guidelines of the casino

Education and/or Experience:

High School diploma or GED required. Training in sanitation laws and procedures. At least one year of culinary school, or equivalent experience.

Job Conditions:

Working conditions include working with and around kitchen equipment sometimes under crowded conditions and/or with frequent interruptions. Some evening, weekend and holiday work required.

Physical Requirements:

Must be able to stand for extended periods of time. Able to lift 75 lbs.



Department Manager Signature

Date: 11/4/04



CEO Approval

Date: 11/10/04



PME Board Approval

Date: 11-8-04