




<b>Code:</b>	KTSC004	<b>JOB DESCRIPTION</b> 
<b>Job Title:</b>	Sous Chef	
<b>Department:</b>	Kitchen	
<b>Reporting to:</b>	Executive Chef	

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<b>Entity</b>	IKOS ANDALUSIA	<b>Location:</b>	Estepona (Málaga-Spain)
<b>Reporting to:</b>	Executive Chef	<b>Responsible for:</b>	Chefs de Partie, Demi Chefs de Partie, Commis Chefs, Stewards
<b>Job Purpose Overview</b>	To oversee a section of the assigned kitchen and ensure that it runs according to performance standard established by the Chef de Cuisine.		

<b>Key Responsibilities</b>	<p><b>Main duties:</b></p> <ul style="list-style-type: none"> <li>• To organize and set up the assigned section of the assigned kitchen as efficiently as possible to increase speed and maximize productivity.</li> <li>• To ensure that all dishes from that section are prepared consistently and according to standard recipes.</li> <li>• To assist the Chef de Cuisine in ensuring that all culinary standard in that section comply with company and hotel policies and procedures and Minimum standards.</li> <li>• To supervise and prepared daily mise en place and assures that all sections are ready for service on time.</li> <li>• To observe closely during the daily work assigned staff and assure that given guidelines are followed. In case of deviations, he will take corrective measures immediately.</li> <li>• To check daily all storage areas and keep the orders to par or according to the volume of business.</li> <li>• To oversee and supervise the hygiene and maintenance of all food preparation areas, equipment, cold and freezer rooms and storerooms.</li> <li>• The ability to ensure that suitable work instructions are given for the immediate repair and maintenance of kitchen equipment.</li> <li>• The ability to conduct daily inspections of the storeroom and all refrigerators and freezers in order to ensure proper food management.</li> <li>• The ability to assist the store-keeper in checking and re-checking the quality of the goods received and ordered</li> <li>• To assume orderly handling of all raw products and checks that quantities prepared are according to recipes and specifications.</li> <li>• To monitor food and operating costs and control these by reducing waste.</li> <li>• The ability to assume full responsibility during the absence of the Chef de Cuisine.</li> <li>• To assist in maximizing employee morale and productivity.</li> <li>• The ability to inform the Chef de Cuisine, to keep them updated on any problems and irregularities that may arise, and to recommend ways to address them</li> </ul>
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	<ul style="list-style-type: none"> <li>• To work in any section of the kitchen when necessary or as requested by the Chef and mentioned superiors.</li> <li>• To become familiar with all sections of the kitchen to facilitate the flexible use of employees.</li> <li>• To insure and maintain in the kitchen a high level of cleanness at all time.</li> <li>• To observe HACCP hygiene and safety rules.</li> </ul> <p><b>General duties:</b></p> <ul style="list-style-type: none"> <li>• To respond to any changes in the Kitchen department function as dictated by the industry, company and hotel.</li> <li>• To report for duty punctually, follow the company grooming standards at all times.</li> <li>• To provide a courteous and professional service at all times.</li> <li>• To maintain good working relationships with colleagues, and all other departments.</li> <li>• To have a complete understanding of the hotel's employee handbook and adhere to the regulations contained within.</li> <li>• To have a complete understanding of and adhere to the hotel's policy relating to Fire, Hygiene, Health and Safety.</li> <li>• To maintain a high standard of personal appearance and hygiene at all times.</li> </ul> <p><b>Occasional duties:</b></p> <ul style="list-style-type: none"> <li>• To plan and organize special events, e.g. menus for birthdays, weddings, receptions, theme days.</li> <li>• To carry out any other reasonable duties and responsibilities as assigned by the Chef de Cuisine.</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Strong Organizational Skills</li> <li>• Attention to detail</li> <li>• Leadership</li> <li>• Management</li> <li>• Positivity</li> <li>• Ability to work under pressure</li> <li>• Self-motivated</li> <li>• Creative problem-solving skills</li> <li>• Exceptional customer-service skills</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Formal culinary training after high school</li> <li>• Associate's and bachelor's degree programs in culinary arts at culinary institutes, community colleges and technical schools.</li> <li>• Courses in sanitation and safety, food preparation, food purchasing or baking.</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Relevant experience ideally within a hotel environment or luxury restaurant</li> <li>• Up-to-date knowledge of cooking techniques and recipes in addition to sanitation regulations</li> </ul>
Special Working Conditions	<ul style="list-style-type: none"> <li>• Be prepared to work a flexible roster including evening and weekend duties on a frequent basis;</li> <li>• Often exposed to hot and cold temperatures.</li> <li>• Be able to stand and walk for long periods of time.</li> </ul>

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