



# ELEGANTÉ CUISINE

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*Catering & Event Planning*

## **PURPOSE:**

The Sous Chef holds the second most senior role in the kitchen's chain of command.

They are responsible for all of a kitchen's routine operations.

The Sous Chef reports directly to the Executive Chef or Head Chef.

The Sous Chef will spend the majority of their time managing the kitchen's food planning and production processes.

The Sous Chef also aids the Executive Chef in adhering to the standard of food quality and standard operating procedures for safe food handling, sanitation and cleanliness.

The Sous Chef is expected to set an example for the chefs below him or her and maintain a high level of decorum and professionalism.

## **POLICY:**

- Supervising and training of kitchen staff
- Proper staffing of kitchen
- Ensuring the proper quantity and quality of food production
- Maintain coolers and freezers (organization, food rotation, sanitation)
- Under the supervision of the Executive Chef the Sous Chef maintains all ordering from vendors (food, paper goods and chemical)
- Ensure all daily client food orders are complete at the designated times.
- Report all possible overtime employees (including his or her own) to the Executive Chef for approval
- Completing any other kitchen related tasks made by the Executive chef

