



## Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<b><u>Position Title</u></b> Sous Chef	<b><u>Department</u></b> Food & Beverage	
<b><u>Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	<b><u>Manager/Supervisor:</u></b> Executive Chef	<b><u>Status:</u></b> Exempt Full-Time

1. **GENERAL POSITION DESCRIPTION:** Under direction of the Executive Chef (EC), will be involved in menu development, full cost analysis, budgeting, and inventory control. Develop and implement special events menus, including wine dinners and pairings. Responsible for training, developing, and counseling the back of house staff. Coordinates with Event Manager and banquet staff for banquet events.
2. **MINIMUM QUALIFICATIONS:** Progressive experience in high volume food production in casual and casual fine dining. Culinary degree or 3-5 years' experience in a Sous Chef position preferred. Kitchen supervisory experience preferred. Valid Manager Food Handling Certification and Alcohol Server Certification or obtained within 30 days of employment.
3. **KNOWLEDGE/SKILLS REQUIRED:**
  - Demonstrated knowledge of current restaurant industry trends.
  - Ability to identify new culinary techniques and presentations and implement as needed to benefit the customer experience.
  - Must possess culinary creativity.
  - Strong knowledge of local, state and federal food sanitation regulations.
  - Comfortable providing direction and mentoring and supervising kitchen staff.
  - Ability to globally manage Front of House in absence of other management.
  - Knife skills.

**4. DUTIES AND RESPONSIBILITIES:**

- Assist Executive Chef with food preparation and ensure quality of product.
- Be lead culinary for all banquet and event functions at various times of the day/week.
- In absence of the Executive Chef, oversee menu development, including, but not limited to Prairie Star Restaurant, Wine/Beer/Liquor Dinners, Banquets, Wine Bar, and Wind Dancer Bar & Grille, including 2-4 seasonal updates.
- Accurate completion of timely food inventories, as required by Management.
- Development and supervision of kitchen staff schedules.
- Responsible for the direction of all kitchen staff in the absence of the Executive Chef.
- Indirectly responsible for supervision of Front of House staff, when required.
- Interaction with customers on a regular basis, including developing relationships with regular customers.
- Assist kitchen staff with food preparation and recipe creation on a regular basis, to enhance the development of kitchen staff.
- Ordering of all food/restaurant supplies, including development of Just in Time/Par Level/FIFO method for maintaining proper inventory levels.
- Assist with the daily reconciliation and coding of all invoices pertaining to the kitchens.
- Develop and maintain sanitation and food safety guidelines and schedules.
- Report all accidents and injuries to HR in the required timeframe.
- Timely completion of internal documentation as required.
- Ensure uniform and personal appearance are clean and professional.
- Follow all Employee Policies and Procedures.
- Maintain confidentiality of proprietary information and protect SAGC, Inc. assets.
- May be responsible for employee timekeeping, including schedules, approving time off, and approving timesheets in preparation for Payroll.
- Develop and maintain positive working relationships with all staff, and support SAGC, Inc. to reach common goals.
- Attendance and punctuality are essential functions of this position.

**5. SUPERVISORY RESPONSIBILITIES:** In the absence of the EC, supervises others as needed. The level of supervisory authority exercised by this position is listed below.

**Level      Definition of Authority**

- 1 = Supervisor effectively recommends and/or takes action.
- 2 = No authority.

Position Title(s) Supervised.	Supervisory Actions								
	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge
Pastry Chef	1	1	1	1	1	1	2	1	2
Prairie Star Servers	2	1	1	2	2	1	2	2	2
Prairie Star Support	2	1	1	2	2	1	2	2	2
Line Cooks	1	1	1	1	1	1	2	1	2
Line Supervisor	1	1	1	1	1	1	2	1	2

Prep Cooks	1	1	1	1	1	1	2	1	2
Dishwashers	1	1	1	1	1	1	2	1	2
Bar & Grill Servers	2	1	1	2	2	1	2	2	2
Housekeepers	1	1	1	1	1	1	2	1	2

**6. MACHINERY, TOOL, EQUIPMENT, ETC. REQUIRED**

- All restaurant equipment.
- Computer with ability to utilize basic Microsoft Office products.

**7. LICENSES, CERTIFICATIONS REQUIRED:**

- ServSafe Manager Food Handling Certificate
- Alcohol Server Certification