

SOUS CHEF

JOB DESCRIPTION



KEY ACCOUNTABILITIES

- He assists the Executive Chef in all of his specific duties. He must be able to assume full responsibility for food preparation activities in the absence of the Executive Chef.

REPORTS TO

- The Sous Cook reports directly to the Executive Chef. The entire Galley Staff is subordinate to the Sous Chef, Executive Chef and ultimately to the Hotel Manager.

SUBORDINATE PERSONNEL

- 1st Cooks
- 2nd Cooks
- 3rd Cooks
- Baker/Pastry
- Cooks
- Utility/Cleaners

AREAS OF RESPONSIBILITY

- He is responsible for the food preparation, food service and cleaning procedures for the areas assigned to him.
- He is responsible for all food storerooms including fridges and freezers.
- He is responsible for maintenance and cleaning in the respective areas.
- He takes part in food storage (quality and quantity controls) when required.

GENERAL DUTIES AND RESPONSIBILITIES

- He maintains the high standard presentation of food and buffets, together with the Executive Chef and is responsible for planning, directing, controlling, cooking and co-ordination.
- He is responsible for training and supervision of the various section Heads (First Cooks).
- He participates in all kitchen activities to the agreed standards and to the complete satisfaction of the passengers.
- He is responsible for the preparation and cooking of food to the highest standards to ascertain an efficient food service.

- He assures that all food items are prepared and served according to established standards and practices.
- He is anxious to minimize spoilages and utilize food surpluses.
- He trains and guides galley personnel on a continuous basis.
- He forwards suggestions for improvements in raw material, menus, cost savings and equipment.
- He makes sure that all buffets are well presented.
- He assures that all food requests are executed to the fullest satisfaction of the passenger in accordance with the Company's policies.
- He inspects on a regular basis all fridges, switches, plugs and stoves as well as lights and reports any irregularities immediately to the Executive Chef.
- He is aware of all fire, safety and emergency procedures.
- He has to work very close with the Maitre and the Provision Master.
- Follow up on food complaints and correction.
- He performs other duties if required since above stated describe only a regular working day.
- He is prepared to work overtime if requested.
- In the absence of the Executive Chef, the First Cook is responsible for the entire galley.

CLEANING AND MAINTENANCE

- The Sous Chef is responsible for the proper cleaning and sanitary matters for the galley, stores, fridges etc.
- He ensures that all staff members fulfill these requirements and follows-up on their performance. He ensures at all time an up dated USPH standard.
- He handles all working material and equipment with the necessary care and keeps it well cleaned.
- He reports all necessary repairs to his Superior and follows-up on repairs.
- He should be familiar with proper sanitation procedures and follow the Public Health requirements.
- As our Company grows, so will our need for loyal, skilled management. Therefore our Galley personnel have every opportunity of promotion to higher positions.

DAILY ROUTINES FOR THE SOUS CHEF

Morning

- Control the preparation of mise en place for dinner. Hors d'oeuvre hot or cold, soup, main dish, sauces, garnishes and desserts.
- If necessary assist in Luncheon Buffet preparation and/or during service of same.
- Clean work station.

Evening

- Get total dinner ready for service Serve dinner
- Store leftovers and surpluses in a manner to protect it from contamination
- According to following day's menu retrieve food from the various stores
- Clean working station according to standard sanitation procedures

Following Routines are to be followed daily

- Record passenger and crew meal count
- Record all withdrawals from stores and forward them at the end of the month to Hotel Manager

Following Routines are to be followed once a week

- Lunch and dinner menu to consist of soup, salad, meat, fish or poultry, vegetable, potatoes or pasta

Following Routines to be followed once a month

- Take food inventory (when requested)

APPEARANCE/PERSONAL HYGIENE

- The appearance of the entire personnel on board the ship reflects the reputation and image of the Company; therefore a great deal of emphasis is placed on a professional appearance.
- The Company expects you to maintain the highest standard of personal appearance and hygiene at all times.
- If in passenger areas full uniform is to be worn: hat, scarf, jacket, name tag, pants and proper shoes.

- Have a clean neat personal appearance.
- Special attention to grooming, hygiene care and clean and proper uniforms and shoes.
- Hair must be well groomed, neat and not extend over the shirt collar and always be kept clean.
- A moustache is acceptable if kept neatly trimmed.
- Big earrings and big necklaces are not to be worn on duty and more than one moderate size ring is not acceptable.
- Smoking is not permitted while on duty.