



Position Title: Sous Chef (Exempt)	Department: Operational Manager
Reports to: Head Chef	
Job Summary The Sous Chef is responsible for the plating, cooking and presentation of food using established recipes and guidelines; assisting with the efficient operation of the kitchen, and maintaining responsibility for oversight of the kitchen in the absence of the Head Chef.	
Essential Functions <ul style="list-style-type: none"> • Handles all necessary paperwork related to the position, such as task sheets, prep lists, waste logs, application questionnaires, inventory cost reports, schedules, budget reports & various financial reports. • Assists with interviewing, recommending hires, and training; planning, assigning, and directing work; appraising performance; team member relations; team member discipline and controlling labor. • Reviews daily schedule and assigns work area of responsibility to line level staff. • Ensures stations are set up in accordance with RoadHouse standards. • Accountable for station task sheets and task sheet review to ensure quality control systems and hygiene systems are in place. • Create, allocate and ensure completion of prep lists daily, ensuring adequate product on hand for the days service. • Upholds RoadHouse quality standards for all menu builds by use of schematics. • Assist the Head Chef in product requisitions. • Ensure proper storage of all products; ensures all food items are dated and up to established standards using FIFO. • Conduct weekly inventory counts in accordance with RoadHouse standards. • Controls food and labor costs by avoiding over production as well as ensuring proper rotation (FIFO) and utilization. Monitor food waste by ensuring waste logs are filled out correctly. • Assists the Head Chef in data entry and management, such as ordering, inventory, writing schedules, and using computer programs needed to complete tasks as assigned. • Ensures that all comped food is properly accounted for in the POS system. • Ensures time punches are correct, corrected, or edited and submitted to the Head Chef or GM. • Complete daily line temps and ensure all equipment is operating optimally. • Ensure proper operability, maintenance, and proper usage of all kitchen equipment. • Maintains cleanliness of kitchen area, walk in cooler, and freezer in accordance with RoadHouse and Local health and safety regulatory authorities. • Uses RHC checklist to ensure that daily routines and cleaning procedures are followed. • Confers with Head Chef and General Manager to review achievements and discuss needed changes in goals or objectives. • Enforces health and safety standards rigorously, including ensuring cut gloves are present for all employees. • Ensures work related injuries or incidents are reported to Human Resources, but also maintains own accurate and timely records for purposes of assessing training needs and taking corrective action. • Assists in the creation of new specials and implementing new menus. • Works collaboratively with team members to ensure a smooth-running operation. • Ensures uniform and personal appearance of all kitchen staff is clean and professional. • Maintain clear lines of communication with staff to communicate necessary and relevant information, and with Head Chef and GM to identify training needs ensuring knowledge and skills are kept up to date. • Assist Head Chef with annual reviews. • Address and rectify guest concerns for customer satisfaction. • Documents what was done / accomplished during the shift by sending out a daily shift report. • Perform other job-related duties as assigned. 	



Experience and Education:

- Minimum of 1 years' experience required at RoadHouse or comparable culinary background as a sous chef in a high volume establishment.
- Food Handlers card (as required per location).
- Ability to work in a brigade-style line.
- Knowledge of food products, standard recipes, proper preparation, presentation, and portion control.
- Knowledge of kitchen tools and equipment.
- Knowledge of resource allocation, production methods, and coordination of people.
- Knowledge of budgetary principles and practices.
- Knowledge of modern filing and recordkeeping practices and procedures.
- Computer proficiency with Microsoft Office Suite software, G suite, especially word processing, e-mail and spreadsheet applications.
- Strong organizational, planning, and time management skills.
- Strong communication skills.
- Ability to positively communicate and instruct team members, offering assistance in areas where they lack knowledge, skills, or experience.
- Ability to effectively use senses such as sight, hearing, and smell to distinguish product, taste and texture.
- Ability to produce a quality product on a consistent basis.
- Ability to effectively multitask.
- Ability to follow instructions, written and verbal, and perform the job with professionalism.
- Ability to balance the concepts of teamwork, guest service, and profitability.
- Must be able to work any shift, weekends, holidays and special events as needed.
- Must have employment eligibility in the U.S.

Physical Requirements

- Frequently stoop, kneel, crouch, or crawl.
- Must be able to stand/walk for 8 hours; bend, push, pull; lift 50 lbs.
- Must be able to walk, climb stairs, balance.
- Use hands to grip, handle, feel, reach.
- Use cleaning compounds and cleaning products.
- Exposure to hot and/or cold temperatures.
- Bend, push, pull, lift 50 pounds at waist or shoulder level. Over 50 pounds requires usage of lift-assists.
- Requires normal color vision.

Employee Signature: _____

Date: _____