**Sous Chef**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION/GENERAL PURPOSE**

To prepare food in accordance with current federal, state and local standards, the facility’s established policies and procedures, and as may be directed by the Production Manager and/or Director of Dining Services, to ensure that quality food service is provided at all times. To provide positive leadership to the culinary team. To execute the duties of the Chef de Cuisine/Food Production Manager in their absence.

**RESPONSIBILITIES**

* Supervises all production staff, under the direction or in the absence of the Chef de Cuisine, in the spirit of teammanship and empowerment.
* Responsible for hot and cold preparation, including accompaniments and garnishes, following preparation sheets and provided recipes for dining room service, Health Care Center, Cafeteria, Employee Eatery and special functions.
* Supervises the production of all special diet foods for the Health Care Center, assisted Living dining areas and the memory impaired unit.
* Assist in maintaining food production and purchasing systems.
* Participates in the predicting, planning, monitoring and evaluation of cost programs as assigned.
* Oversees daily purchasing, maintenance of food storage areas, preparation system, order book, recipe file, inventory and storerooms. Also, keeps records of preparation costs and inventory.
* Participates with the management and production staff in the development of menus.
* Ensures production staff is in clean and proper uniform
* Supervises utility personnel and insures proper dishwashing, pot washing and sanitation procedures for the entire kitchen area.
* Ensures proper food handling, storage and safety procedures are followed.
* Keeps current with trends in food preparation, including new recipes, presentation and merchandising techniques.
* Ensure safe and secure storage of Food Products, Equipment, and other Westminster-Canterbury assets.
* Participates in the Duty Manager Program.
* Implements programs planned to provide quality food and service to the residents, guest and staff enhancing the desirability of the community to current and future residents.
* Conducts safety, sanitation and security and maintenance programs as assigned.
* Participates, as assigned, in special projects for facility or department.
* Participates in the end of the month procedures and is responsible for the inventory of all food and supplies
* Maintains knowledge of current Dining Service financial goals and budgets and executes job duties with a high level of fiscal responsibility
* Maintain excellent relations with clients, residents, Dining Services Supervisor’s, employees and other community departments.
* Serves on committees or in professional organizations as required.
* Performs any other duties as assigned.
* Responsible for hiring, training, orienting, scheduling, evaluating and recommending termination for Dining Services production personnel.
* Responsible for quality assurance, efficiency of Dining Services and the implementation of policies and procedures.
* Responsible for work assignments and duty schedules within the department.
* Maintains appropriate employee records.

**Safety Functions:**

* Follows safe work practices and wears appropriate personal protective equipment when necessary.
* Maintains knowledge of location and contents of departmental policies and procedures.
* Maintains knowledge of location and contents of departmental Material Safety Data Sheets.
* Maintains knowledge and proficiency of assignments during implementation of facility disaster and emergency preparedness plans.
* Maintains knowledge of location and contents of departmental policies and procedures.
* Maintains knowledge of location and contents of departmental Material Safety Data Sheets.
* Maintains knowledge and proficiency of assignments during implementation of facility disaster and emergency preparedness plans.

**Other Job Functions:**

* Assists in standardizing work methods and establishing food service production lines to ensure meals are timely prepared.
* Assists the facility’s Chef de cuisine, manager and/or Dietitian as necessary and implements recommended changes as required.
* Attends and participates in orientation, training and in-service educational activities.
* Completes preparation records appropriately for Health Care, Cafe, and Main Dining room.
* Performs additional duties as assigned.
* Holds food production meetings in the absence of the Food production Manager or the Chef
* Assists the culinary team in assuring quality food presentation in the Resident Café and Employee Dining Room

**Staff Development Functions:**

* Maintains professional competence through attendance and participation in continuing education programs, seminars, and professional activities and programs.

**QUALIFICATIONS**

* Must have comprehensive knowledge of safe, sanitary food handling procedures, preparation methods, merchandising and supervision.
* Graduate of a Culinary Arts school or extensive prior experience in similar food preparation positions preferred.
* Must exhibit the skills to bring innovation and creativity to the Dining Service program
* Must have knowledge of special diets and all applicable local, state and federal regulations regarding food preparation.
* *Must* be able to maintain positive relationships and interactions with residents and staff.
* Must be able to read, write and follow oral and written directions in English.
* Must be at least 18 years of age.
* Basic knowledge of nutrition
* Maintains professional manner and appearance.

**Physical and Sensory Requirements:**

* Walking, reaching, bending, lifting, grasping, fine hand coordination, pushing and pulling, ability to distinguish smells, tastes, and temperatures, ability to read and write in English, ability to communicate with residents, personnel and support agencies and ability to remain calm under stress.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision