

# THE PENINSULA

C H I C A G O

## JOB DESCRIPTION

<p><u>Job Title:</u>       <b>Pastry Sous Chef</b></p> <p><u>Department:</u>    Kitchen</p> <p><u>Date:</u>             February 2017</p>	<p><u>Job Summary:</u></p> <p>Responsible for planning, directing, controlling, coordinating and participating in the day to day preparation and production of all bread items required for all satellite outlets, and banqueting. Ensures that the product produced is of the highest quality, and that this is continually achieved. Responsible for bread products being delivered to the outlet in a timely manner.</p>
---	---

### Hierarchical Structure:

*Supervision received from:*

Executive Chef  
Executive Sous Chef  
Executive Pastry Chef

*Supervision exercised over:*

Baker  
Line Cook  
Pastry Extern

### Key Job Tasks & Responsibilities:

#### **A. Administration**

- Ensure that Bakery personnel follow and understand their job description.
- Assist the Pastry Chef with the coordination and directing of the bakery operation.
- Control daily requisitions and inter kitchen transfers.
- Develop and presents bakery items.
- Supervise and allocate work to staff according to their knowledge and skills level.
- Present new bread proposals with the Pastry Chef to the Executive Chef for discussion.

#### **B. Cost Management.**

- Prevent wastage of surplus stock without undue sacrifice on food quality.
- Ensure that the hotel cost control policies and procedures are followed.
- Control the effective storage and stock levels, while always being cost-conscious.
- Contribute to the overall profits, through the prevention of wastage and maximize use of raw materials.
- Ensure there is adequate bread available for each outlet, and that it is not being over-catered for.
- Ensure recipes are accurately followed and continually updated.

#### **C. Hygiene and Cleanliness**

- Ensure that the hygiene and cleanliness of the bakery kitchen.
- Ensure that food quality safety is achieved at all times.
- Responsible for the kitchen hygiene standards in the bakery section.
- Follow the hotel grooming and personal hygiene standards.

# THE PENINSULA

C H I C A G O

## **C. Hygiene and Cleanliness (CONT):**

- Keep the Bakery Kitchen equipment in good condition at all times to maximize its operating life.
- Report wastage and spoilage to the Sous Chef.

## **D. Staff Management**

- Delegate specific responsibilities to subordinates.
- Manage the daily banquet requirements.
- Check staff attendance.
- Ensure that all junior kitchen personnel follow and understand their job description.

## **E. Guest Service**

- Maintain and constantly improve the quality of bread items.
- Show a positive, energetic and caring attitude at all times towards upper management and fellow staff.

## **F. Maintaining Standards**

- Participate in ensure the hotel's high standards are maintained and improved continually.
- Attend all training sessions and courses, briefings and meetings as required.
- Look continuously for ways to improve the quality and service in order to meet and surpass the standards of performance required.
- Actively support the work and decisions of all teams and committees.
- Make a significant and continuous effort to increase your professional knowledge, to improve your job skills, and to achieve the goals and objectives set by the Executive Chef.
- Actively support the hotel's team culture, and help to achieve the hotel's vision, values and goals.
- Produce all bread items in a timely manner.

## **G. Technical Skills**

- Supervise the production of all bread items, taste all bakery items prepared to ensure the best quality
- Prepare breads, breakfast pastries, and pastry dough and pastry savories.
- Store and dispose of food properly.

**This Job Description is not exhaustive of all job tasks but a guide, and tasks may be added or removed by your immediate supervisor according to changes that may occur in the working environment.**

# THE PENINSULA

C H I C A G O

<u>Personnel Specification</u>		
Specification	Essential	Desired
Knowledge & Skills	Enthusiastic about pastry and baking. Knowledge in scratch baking and pastry. Extensive knowledge in both classical and current pastry trends	Previous management experience in a la carte or production kitchen Sanitation certificate
Education, Training Qualifications	High School Diploma Diploma from culinary pastry school or apprenticeship (or equivalent)	Experience in Asian and/or European countries
Experience	Minimum 6 years experience in 5 star hotel or equal restaurant establishment	1-2 years management experience in 5 star hotel or equal restaurant establishment.
Personality	Able to work in high stress environment. Ability to remain cool under pressure.	
Physical Requirement	Ability to repeatedly lift 50# Ability to stand for extended periods of time (ie 10 hour shift on feet)	
Language	Command of English Language, both written and oral	Bilingual Preferred (Spanish, Chinese)
Other Information		