

THE PENINSULA

C H I C A G O

JOB DESCRIPTION

<p><u>Job Title:</u> Shanghai Terrace Sous Chef</p> <p><u>Department:</u> Kitchen</p> <p><u>Date:</u> February 2017</p>	<p><u>Job Summary:</u></p> <p>Responsible for assisting Shanghai Terrace Chef De Cuisine in planning, directing, controlling, coordinating and participating in the day-to-day preparation and production of the Shanghai Terrace Kitchen. Accountable for the production of all products required by the outlet. Ensures that the product is of the highest quality, and that this is consistently achieved. Assists the Executive Sous Chef in his Tasks and supports his responsibilities during his absence.</p>
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Hierarchical Structure:

Supervision received from:

Executive Chef
Executive Sous Chef
Chef De Cuisine

Supervision exercised over:

Extern
Cook

Key Job Tasks & Responsibilities:

A. Administration

- Produce all Food required for the assigned Kitchen
- Control the daily ordering and requisitions to meet budgeted food cost.
- Create new Menus with detailed recipes, photographs and cost cards.
- Ensure at all times that the labor cost is kept within the budget.
- Supervise and allocate work to staff according to their knowledge and skill level.
- Submit new proposals to the Executive Chef for discussion prior to food tasting.
- Submit vacation leave-requests to the Executive Chef for approval.
- Develop recipes for producing items accurately, and always update them.
- Work closely with the Chief Steward and stewarding team.
- Replace the Chef De Cuisine in his meetings during his Absence.
- Administer the weekly duty schedules, and present them to the Executive Chef for approval.
- Involved with Chef De Cuisine in the marketing and development of the Shanghai terrace restaurant.

B. Cost Management

- Assist the Executive Chef to keep the food cost for the assigned kitchen within the budget.
- Prevent wastage of surplus stock without undue sacrifice on food quality.
- Ensure that the hotel cost control policies and procedures are followed.
- Control effective storage and stock levels, while always being cost conscious.
- Contribute to the overall profits, through the prevention of wastage and maximum use of raw materials.

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- Ensure that there is adequate food available.

C. Hygiene and Cleanliness

- Be responsible for the hygiene and cleanliness of your kitchens, food production and food storage areas.
- Ensure a high standard of food quality safety at all times
- Be responsible for Kitchen hygiene standards in your areas.
- Maintain and enhance staff grooming and personal hygiene.
- Keep the Kitchen equipment in good condition at all times to maximize its operating life.
- Report wastage and spoilage to your superior.
- Prepare required daily documentation for HACCP program

D. Staff Management

- Oversee and / or conduct training for staff as well as implement regular training programs.
- Build a strong team atmosphere in the kitchen.
- Make recommendations to the Executive Chef about the selection, transfer, promotion and dismissal of staff with proper communication with Chef De Cuisine.
- Delegate specific responsibilities and authority to subordinates.
- Ensure that kitchen staff levels are scheduled according to the business volume.
- Work with the Executive Chef in encouraging staff, and constantly keeping up staff morale.
- Conduct regular communication meetings and briefings with the kitchen personnel.
- Identify the training needs of kitchen personnel.
- Authorize overtime only after consulting and gaining approval from the Executive Chef.
- Check staff attendance.
- ◆ Ensure that all kitchen personnel follow and understand their job description.

E. Guest Service

- Maintain and constantly improve the quality of food.
- Provide creative innovative cuisine with a strong Chinese foundation.
- Provide guests with creative and eye-appealing presentation.

F. Maintaining Standards

- Assist the Executive Chef to 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 and to meet or surpass the required standards of performance.
- 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.
- Show a positive, energetic and caring attitude at all times towards guests and staff.
- Enforce the fire and safety policies and procedures.
- Maintain standards of service.

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.

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<u>Personnel Specification</u>		
Specification	Essential	Desired
Knowledge & Skills	Enthusiastic about cooking. Knowledge in scratch cooking (basic knowledge of stocks and sauces) Extensive culinary knowledge in both classical and current culinary trends Moderate level of experience in management of foreign cooks (Asian) Extensive experience in wok cookery Moderate level of experience in dim sum production	4 years management experience in high quality Chinese establishment Sanitation certificate
Education, Training Qualifications	High School Diploma Diploma from culinary school or apprenticeship (or equivalent)	Experience in Asian and/or European countries
Experience	Minimum 4 years' experience in Asian 5 star hotel or equal restaurant establishment	1-2 years sous chef experience in 5 star Asian 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 up to 50 lbs Ability to stand for extended periods of time (ie 10 hour shift on feet)	
Language	Command of English Language, both written and oral Fluent in Chinese language preferred	Bilingual Preferred (Spanish, Chinese)
Other Information		