

# **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.