

# Brighton Management LLC

Sheraton Pasadena Hotel

## POSITION DESCRIPTION

Job title: **Executive Sous Chef**

Reports to: **Executive Chef**

Department: **Culinary**

### POSITION PURPOSE

Support and assist the Executive Chef by overseeing the day-to-day culinary operations, including training, supervising staff and monitoring food quality.

### ESSENTIAL FUNCTIONS

Select, train and supervise kitchen staff in the proper preparation of menu items, equipment and safety measures. Evaluate performance, give guidance and discipline as necessary to promote quality products.

Visually inspect, select and use only the freshest fruits, vegetables, meats, fish, fowl and other food products of the highest standard in the preparation of all menu items. Read and employ math skills for following recipes. Prepare requisitions for supplies and food items for production in workstation. Schedule culinary staff so that proper coverage is maintained while keeping payroll costs in line. Monitor to ensure proper receiving, storage (including temperature setting) and rotation of food products so as to comply with Health Department regulations, including coverage, labeling, dating, and placing items in proper containers of kitchen and service. Write, maintain and update all menu specifications, recipes and pictures, production forecasts, and ensure same are being followed. Observe production flow and makes adjustments in order to adhere to control procedures for cost and quality. Check to see that all equipment in the kitchen is clean and in proper working condition and write work tickets for any equipment in need of repair. Performs other duties as assigned.

### Requirements

#### QUALIFICATION STANDARDS

##### Education

High school or equivalent education required. Culinary or Apprenticeship Program preferred.

##### Experience

Minimum of two years experience as a Sous Chef in a similar size operation.

##### Licenses or Certificates

Ability to obtain and/or maintain any government required licenses, certificates or permits.

##### Grooming

All employees must maintain a neat, clean and well-groomed appearance per Starwood standards.