

# THE WESTIN

RESORT & SPA  
WHISTLER

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Sous Chef
<b>REPORTS TO:</b>	Executive Chef
<b>SUPERVISES:</b>	Be Well Bistro Servers, Stewarding, Cook 1, 2, 3
<b>UPDATED:</b>	May 2012

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## OVERVIEW:

Train, supervise and work with all cooks and banquet management staff in order to prepare, cook and present food according to hotel standard recipes in order to create quality food products. Process requisitions for supplies. Train and supervise kitchen staff in the proper preparation of menu items. Ensure proper receiving, storage (including temperature setting) and rotation of food products so as to comply with health department regulations. Adhere to control procedures for cost and quality.

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## MAJOR DUTIES & RESPONSIBILITIES:

- Be creative in the design and implementation of ongoing food concepts within Starwood standards
- Co-ordination of all aspects of the departments operation to ensure that the services of the Department are delivered to guests or internal customers with the aim of exceeding guest expectations and in accordance with Westin standards and procedures
- Assist in quality control procedures
- Inspect daily food preparation and cooking methods to ensure they conform to "Brand Name" standards
- Inspect method of food preparation and cooking in all areas
- Inspect portion control in all areas

- Develop daily specials and recipes

### **MAJOR DUTIES & RESPONSIBILITIES CONT'D...**

- Ensure that all kitchen equipment is maintained and in a sanitary condition and that adequate supplies of operating equipment are always available
- Inspect plate presentation and continually review and update when necessary
- Personally ensure compliance with all relevant Workplace Health & Safety and Occupational Health & Safety legislation, and related Food Safe and Starwood Policies
- Conduct Quarterly Dialogues with each direct report
- Ensure associates are trained in the safe work procedures associated with all of their tasks
- Promote safety awareness to associates and demonstrate that safe job performance is the number one priority
- Ensure compliance with WRS's Occupational Health and Safety Program and the Regulation of WorkSafeBC
- Ensure associates report any unsafe conditions, practices or injuries as soon as possible and take appropriate actions
- Set a good safety example
- Other duties as assigned

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### **SKILLS AND EXPERIENCE:**

- Must be able to build and maintain credibility and relationships with customers (internal and external)
- Strong organization and planning skills
- Basic computer knowledge
- Proven ability in managing time is critical; must be able to plan and execute effectively and efficiently
- Supervisory skills
- Previous experience in a similar role in a similar size/type of property
- Strong communication skills, both verbal and written, and a passion for dealing with and emotionally connecting with others

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### **GENERAL REQUIREMENTS:**

- Food Safe Certificate

- Red Seal certification is an asset
- Completion of Culinary Degree or Arts Program is preferred
- Must be able to stand and exert well-paced mobility for up to 8 hours in length. Must be able to lift up to 50 lbs. on a regular and continuing basis