

PARAGON CASINO RESORT

Job Description

SOUS CHEF

Department:	Food & Beverage	Reports to:	Roxy's Manager
Job Code:	SCF01	License:	Non-Gaming
Position Code:	SCF004	Costing:	300/ 3010 3012
Pay Grade:	E9	Date:	04/14/16
EEO-1 Code:	1.2		

SUMMARY:

Responsible for the quality assurance of all finished products of the venue and the supervision of all food production ensuring all Paragon Casino Resort specifications and standards are satisfied. Responsible for all back of the house food preparation and kitchen service in the restaurant. Responsible for the flow of operations, back of the house payroll, monitor waste, production and utilization of unused products, ensure proper retention and quality control.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for the staffing, training evaluation and coordination of all food production Associates.
- Ensures all specs in all recipes and food apportionment are met.
- Maintains excellent kitchen hygiene conditions at all times.
- Controls food and labor costs on a continual basis within approved budgetary controls.
- Makes recommendations and suggestions in hiring, terminating, suspending counseling, to the Manager of the Venue.
- Maintains knowledge of all State Health Department regulations and ensures all conditions and standards are met.
- Assists in the preparation, portioning and garnishment of all foods.
- Participates and presides in departmental and venue meetings, facilitating the flow of pertinent information from management to Associates.
- Responsible for all physical aspects of the kitchen operations. Supervises and directs work of kitchen staff in assigned restaurant.
- Maintains food quality and standards. Resolve any and all food quality complaints.
- Monitors overtime, labor and food costs.
- Inspects kitchen pantries, serving stations, and bakeshops for cleanliness.

- Teaches and disseminates cooking tasks, and in preparing hot and cold food and hors d'oeuvres for banquets, cocktail parties and other functions as well as designated venue. Creative culinary skills.
- Provides all Associates with proper training and counseling as needed in accordance with Paragon Casino Resort Policy and Procedures.
- Works with various department management in resolving venue conflicts and disputes, as needed ensuring high standards of guest services and Associate relations.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

REQUISITE QUALIFICATIONS:

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required. Minimum of four to six years previous experience as a chef in a full-service restaurant or hotel, with progressive supervisory experience.

Qualifications: Strong interpersonal and communication skills required. Must be a Culinary Graduate. Have culinary experience, possessing knowledge of cooking techniques, menus, and recipes, specific cuisines or style of room.

Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to work mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: The physical demands described here are representatives of those that must be met

by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand, walk sit and occasionally use hand to finger, handle or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit, climb or balance and stoop, kneel, crouch or crawl.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The casino environment is usually smoky.

- 1.