



## POSITION DESCRIPTION

### Our Mission

Exceptional individuals delivering exceptional experiences

### Our Vision

We will be the pre-eminent standard of modern luxury and hospitality.  
We will be a destination that every discerning traveler aspires to stay at and that every hospitality professional aspires to work for.

### Service First Commitment

I commit to consistently making each Guest's experience exceptional and memorable.

### Core Values

Social Responsibility to the Community  
A Passion to Deliver Exceptional Guest Service  
Commitment of Flawless Attention to Detail  
Nurturing Continuous Self-improvement

### Kitchen Focus

*Creating memorable and pleasurable culinary experiences by positively adjusting to the individual needs of our Guest.*

**Department:** Kitchen

**Date Revised:** January 2010

**Position Title:** Sous Chef

**Property:** Vintage Hotels

**Reports To:** Executive Chef

**Position Summary:** Assists the Executive Chef in the kitchen to prepare and administer all activities associated with the presentation of superior food for a fine dining establishment in a professional, efficient and timely manner.

### Duties and Responsibilities:

#### Primary Responsibilities:

- **Providing personalized and exceptional guest service at every given opportunity.**
- Accountable to Owner, Team Members and Guests.
- Assists Executive Chef with ordering food and introducing new food lines.
- Monitors and maintains appropriate inventory levels of food.
- Assists in menu writing for the restaurants as well as for special occasions and conferences.

- Expedites suppliers to guarantee food deliveries on time and within budget.
- Monitors staff to ensure that they are working in a safe and conscientious manner.
- Prepares and cooks meals.
- Completes any other human resources function required to operate kitchen including training, completing forms and scheduling staff.
- Prepare payroll for processing, supervise staff consisting of two shifts.
- Assist on occasion for banquets and weddings etc., when required.
- Assist in training new team members and on an on-going basis.

Secondary Responsibilities:

- Supervises and directs kitchen staff of approximately 10-35 employees.
- Having a thorough knowledge of Vintage Hotels' products and services.
- Suggesting additional products and services meeting our guests' specific preferences.
- All other duties as assigned.

**Health and Safety Responsibilities**

- An employer/Manager shall ensure that,
  - (a) the equipment, materials and protective devices are provided as prescribed;
  - (b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
  - (c) the measures and procedures prescribed are carried out in the workplace;
  - (d) the equipment, materials and protective devices provided by the employer are used as prescribed; and
  - (e) a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.
- An employer/Manager shall,
  - (a) provide information, instruction and supervision to a worker to protect the health and safety of the worker,
  - (b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
  - (c) when appointing a supervisor, appoint a competent person;
  - (d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
  - (e) afford assistance and co-operation to a health and safety committee in the carrying out by the committee of any of their functions;
  - (f) only employ in or about a workplace a person over such age as may be prescribed (14 years of age in all areas with the exception of kitchen where minimum age requirement is 15);
  - (g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
  - (h) take every precaution reasonable in the circumstances for the protection of the worker;
  - (i) ensure a copy of the Occupational Health & Safety Act and any explanatory material prepared by the Ministry, is posted if not available advise Human Resources immediately.
  - (j) prepare and review at least annually a written health and safety policy and develop and maintain a program to implement that policy;
  - (k) post at a conspicuous location in the workplace a copy of the health and safety policy;
  - (l) provide to the health and safety committee the results of a report respecting health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern health and safety; and
  - (m) advise workers of the results of a report and, if the report is in writing, make available to them on request copies of the portions of the report that concern health and safety.

- An employer/Manager may appoint himself/herself as a supervisor where the employer/Manager is a competent person
- In addition, an employer/Manager shall,
  - (a) notify a General Manager/Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
  - (b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
  - (c) carry out such training programs for workers, supervisors and health and safety committee members as may be prescribed.
- Comply with all Vintage Hotels health & safety policies.
- Perform departmental workplace inspections as assigned.
- Conduct safety talks as assigned.
- Conduct incident investigations.
- Conduct team member health & safety training and performing team member safety observance.
- Correct substandard acts or conditions through Human Resources Standard & Procedure “C.15 Progressive Corrective Action”.
- Commend team members on safe work practices and performance.
- Always ensure that workplace accidents/injuries are reported immediately to a Manager/Supervisor.
- Possesses knowledge of the requirements and carries out all duties in accordance with the Ontario Occupational Health & Safety Act. The Act is posted at each Team Member bulletin board and outlines the rights and responsibilities of both Management and Team Members.

#### **Technical/Managerial/Administrative Requirements:**

- Excellent recall ability.
- Excellent fine motor skills.
- Excellent communication skills required.

#### **Professional Requirements:**

- Minimum 5-year’s progressive experience in a busy high caliber restaurant.
- Red Seal Certificate.
- Current Safe Food Handler’s Certificate.
- Previous up-selling and/or sales experience is considered an asset.

#### **Personal Attributes:**

- Good leadership skills and ability to motivate team.
- Self-starter and self-motivated.
- Flexible, adaptable, capable of working with minimal supervision.
- Excellent judgement and problem solving skills.
- Focused and capable of working with a multitude of distractions.

#### **Physical Requirements:**

- Physical demands of lifting up to 50 lbs. including bending and carrying items
- Standing for extended periods of time.
- Working in extreme temperatures of very hot in summer and very cold in winter in the kitchen.
- Constant interruptions from the noise of a busy kitchen.
- Stress associated with being responsible for large superior dining facility as a cost and revenue center.
- Long hours require steadfast effort to maintain composure and make decisions in a fast paced environment.
- Confidence in selling and up-selling products and services.
- Positive sales oriented personality.
- Desire to meet goals.
- Ethical and honest.