

Job Description

Job title	<i>Sous Chef</i>
Location	<i>Bell 2 Lodge</i>
Reports to	<i>Chef and General Manager</i>
Updated	<i>August 2024</i>

Job Summary

The Sous Chef, reporting to the Chef and General Manager, is to prepare and execute our menu to guests and staff ensuring the highest of quality, guest satisfaction and profitability.

Essential Duties and responsibilities

- Run the kitchen on behalf of Chef while on time off as per his instructions and standards requested.
- Ensures consistent food preparation and the highest caliber of food presentation, taking advantage of all opportunities to improve both.
- Liaise with kitchen staff and food service/bar staff regarding customer orders and general service of kitchen operations.
- Assisting in meal planning for guests and staff, food cost and inventory control.
- Maintain a safe and hygienic working environment, to include proper storage of food, equipment and utensils. Implement prevention of environment hazards and accidents at work. Ensure first aid and emergency procedures are followed in the event of an accident.
- Daily temperature checks of fridges, freezers, storage areas, deliveries and recording assessment where necessary.
- Controls food costs through assisting in training kitchen staff on the proper methods of preparation and handling, and to steward the team on how to handle leftover food items.
- Ensure adequate ordering and inventory of food products for the preparation and operation of an efficiently run kitchen.
- Oversee food deliveries to ensure the products received are correct, fresh and stored according to health standards. Any discrepancies are to be reported to the Head Chef/Lodge Manager immediately.
- Ensure that the morale of the kitchen staff is maintained by practicing positive strategies to motivate the team, encouraging self-esteem, efficiency, and teamwork.
- Respond in a positive and timely manner to all internal and external guest requests and complaints.
- Attend all meeting and training sessions, as requested.
- Cleaning, sanitizing, and disinfecting all kitchen areas daily.
- Maintaining and handling knives safely throughout work activities.
- Maintaining a professional, safe and hygienic appearance on duty.
- Carry out other duties which may be assigned by the Lodge Manager or Head Chef.
- Ensures consistent food preparation and presentation of the highest caliber for all meals for up to forty people a day.
- Organize products to ensure appropriate rotation to maintain freshness.

- Ability to cater to all guest allergies and dietary restrictions with in-depth knowledge and product confidence. Chef to meet with guests to discuss further restrictions, if required.

Winter Operations

- Possess knowledge of guest information including allergies and dietary restrictions.
- General knowledge of daily itinerary including ski program.
- Familiarity with Last Frontier Heliskiing's Emergency Rescue Plan.
- All staff are required to be available on the radio throughout the day in the event of an emergency.

Qualifications

- A friendly personality and genuine desire to help and please others.
- A professional manner and a calm, rational approach in hectic situations.
- Ability to balance guest and business priorities.
- Flexible, forward thinking, and solution oriented.
- Excellent time management skills
- Able to endure a diverse environment with a key focus on guest satisfaction.
- Possess articulate communication skills to interact effectively with guests, management, suppliers and co-workers.
- Able to adapt quickly and respond to ever changing demands seamlessly and under pressure.
- Demonstrate excellent time management, leadership skills, and interpersonal skills during work.
- Accepts and administers feedback in a consistent and professional manner.
- Passion for working with people and the outdoors is an asset.
- Able to lift 50lbs when necessary.
- Previous experience in similar role is an asset.
- Red Seal certification or equivalent is an asset.
- Food Safe Certificate is required.

Working conditions

Lodging and all meals are supplied while working. Transport is provided from Terrace to the lodge. In the winter, subsidized accommodation in Smithers & transport is available for the week off.

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION AS STATED ABOVE AND ACCEPT THAT ANY OF THE TASKS MAY BE MODIFIED AND/OR CHANGED. I ACCEPT RESPONSIBILITY FOR KNOWING THE MODIFICATIONS AND/OR CHANGES IN THIS JOB DESCRIPTION. I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB AS LISTED ABOVE.

Employee Signature:	
Date Signed:	
Supervisor Signature:	
Date Signed:	