



13767W County Road B
Hayward, WI 54843

Job Description

Job Title: Sous Chef
Department: Food & Beverage
Reports to: Food & Beverage Manager
Pay Range: E2
Position Type: Key

Basic purpose or function: Responsible for the overall operations of the Kitchen area. Ensure the department operates smoothly while complying with policies, procedures, IHS and National Restaurant Association food safety standards.

Job Responsibilities:

- Responsible for the Food Department ordering, production, quality, cleanliness and standards.
- Responsible for the overall supervision, training and development of Food Department Kitchen Team Members.
- Assumes 100% responsibility for safety and quality of products served.
- Works with the Food and Beverage Manager to plan and price menu items.
- Establishes portion sizes and prepares standard recipe cards for all menu items.
- Responsible for menu design, production and food service of Conference Center and other events as scheduled.
- Ensure that all food items are consistently prepared and served according to the standard recipes, portioning, cooking and serving standards.
- Control food cost and usage by following proper requisitions of products, product storage procedures, standard recipes, and waste control procedures.
- Ensures that all products are ordered according to predetermined product specifications, received in correct unit count, received in proper condition, and deliveries are performed in accordance with the Kitchen and property's receiving policies and procedures.
- Ensures compliance with food safety and IHS guidelines.
- Maintains proper food holding and refrigeration control points using sign off sheets and keeping track of each, day, week and month.
- Responsible for maintaining appropriate cleaning schedules for the Kitchen.
- Maintains clean and sanitary workstation areas.
- Responsible for training of the safe operation, cleaning and sanitizing of all Kitchen equipment.
- Establishes and administers the kitchen preventative maintenance program.
- Directs food prep assignments daily.
- Ensures stock levels of food products at line stations are appropriate levels to assure a smooth service period.
- Ensures proper opening and closing of kitchen.
- Assist in the interviewing and selecting of Food department kitchen Team Members.
- Prepares all required paperwork in an organized and timely manner.
- Oversee and ensure that Kitchen Team Members performance evaluations are completed on a timely basis.
- Responsible for scheduling to business needs while ensuring that all positions are staffed appropriately.
- Must be knowledgeable of all policies and procedures regarding personnel and administer prompt, fair and consistent corrective action for any and all violations of company policies, rules and procedures.
- Follows accident and post-accident procedures and ensures Kitchen Team Members do as well.
- Assume the duties of the front of house supervisor if needed.
- Handle guest opportunities appropriately using effective knowledge of front of house

- Provides assistance to the Food and Beverage Department Manager as needed.
- Perform other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalent.
- Minimum of 18 years of age.
- Must have an open and available schedule that meets business needs including nights, weekends and holidays.
- Prior supervisory experience and with proven leadership qualities.
- Extensive cooking and menu development experience in a fast-casual restaurant, full-service restaurant and banquet operations.
- Excellent oral and written communication skills.
- Must have experience in developing teams.
- Detail oriented and performance driven.
- Must possess exceptional guest service skills.
- Must be a willing and effective leader.
- Knowledge of IHS department rules and regulations.
- Must present a clean, neat, and professional image at all times.
- Proficient in MS Office, Excel, & Outlook
- Prior money handling experience and basic math skills.
- Must be able to stand long periods of time.
- Must be able to lift 50lbs or more.
- Must complete Title "31" training.
- Must obtain a Key Gaming License.

Native American preference applies to all candidates who apply.