

JOB DESCRIPTION

JOB TITLE

SOUS CHEF

REPORTS TO

EXECUTIVE CHEF, EXECUTIVE SOUS CHEF

DEPARTMENT

FOOD & BEVERAGE - KITCHEN

POSITION OVERVIEW

Millbrook Resort is New Zealand's leading lifestyle resort. Our mission is to be recognised as world-class and achieve excellence in all aspects of our business.

The role is responsible for always providing outstanding service to all guests. Also supporting the Executive Chef, Head Chef and Executive Sous Chef to ensure that all aspects of Millbrook's F&B outlets and functions receive excellent service throughout daily operational hours, ensuring that guest expectation levels are met and always exceeded resulting in future return business.

SUCCESS PROFILE

- Minimum of 3 years relevant chef experience in a comparable environment desirable.
- Proven ability and desire to continually provide superior customer service.
- Strong commitment to teamwork with a "hands-on" approach.
- Previous experience in Function, catering for large number, cooking, and handling protein and fish preferable.
- Ability to work to a deadline.
- Relevant qualifications preferable.
- Previous management experience including training, demonstrating techniques, and advising on procedures preferable.

POLICIES & PROCEDURES

- Ensure compliance with licensing laws, Health and Safety at Work Act 2015 and other statutory regulations.
- Show commitment to driving environmental and sustainable practices day to day within the role.
- Confidentiality of guest information is always essential in line with Privacy Act 2020.
- Implement and adhere to resort policies and procedures.

KEY ACCOUNTABILITY

- Assist the Executive Chef and Head Chefs with directing supervision of all staff and operations of the kitchen including kitchen daily briefings.
- Assist the Executive Chef with staffing requirements including performance reviews, staff development and training.
- Monitor budgets and cost related responsibilities in conjunction with the Executive Chef and Head Chefs.
- Assist the Executive Chef, Food and Beverage Manager, Conference and Marketing department with banquets, events, functions, and all kitchen operations.
- Source best prices from food suppliers, monitor quality of supplies, provide knowledge of cost of all products used, and monitor fluctuations in prices.
- Overall supervision in the Executive Chef and Head Chefs' absence.
- Observe and revise guest reaction/comment to the food quality and presentation with the Executive Chef and the Food and Beverage Manager.
- Watch business fluctuation and changes of customer patterns closely.
- Consult with the Food and Beverage Manager regularly to ensure harmony between service and kitchen staff.
- Conduct inspections of all kitchen areas daily, promptly correct deviations from performance and quality standards and enforce cleanliness and sanitation in line with hygiene regulations.
- Any further duties as requested by the Executive Chef or Head Chefs.