



## Chef Job Description

**Position Title:** Weekend Dining Supervisor/Sous Chef  
**Department:** Dining Services  
**Reports Directly To:** Dining Manager Reports  
**Indirectly To:** N/A  
**Directly Supervises:** Cooks, Utility & Dining

**Indirectly Supervises:** N/A  
**Location:** NorthBay  
**FLSA Status:** Exempt

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**SUMMARY:** The Weekend Dining Supervisor/Sous Chef is responsible for ensuring the efficiency and quality of food purchasing, receiving, storage as directed by the Manager of Food Service, the efficiency of food preparation (from pre-preparation to plate presentation), sanitation of the production areas, and direct supervision of production, service, and clean up on a shift to shift basis.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

1. Delivery of a superior dining experience that will delight our guests with food that surprises them by its quality, taste, and healthy value. Plan the dining experience for maximum fun, ambiance, and appropriate variety.
1. Maintains the NorthBay philosophy and "Vision" statement.
2. Schedules daily kitchen production and food prep for on-time service for camper and staff meals.
3. Monitors preparation and service accuracy for all menu items to include proper temperature, taste, consistency, diet restrictions and portion control.
4. Ensures proper presentation of all food items to provide maximum appeal and freshness.
5. Supervises schedules, evaluates, trains, and disciplines all culinary staff and utility staff. Maintains effective communication with managers, fellow supervisors, subordinates and all other coworkers.
6. Supervises organization and sanitation of dining rooms, kitchen, storage areas and loading dock.
7. Supervises opening and closing of food service operation.
8. Performs any duty requested by Management to ensure the effective and efficient

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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:**

Minimum of two years high volume cooking experience. Supervisory experience desirable. College or culinary training preferred. High School Diploma or GED required. Certificate in food service sanitation (Serv-safe) preferred.

**SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:** Able to manage multiple teams simultaneously. Effective time management. Adapt to changing job conditions during shift. Effective problem solving and improvisation skills.

### **LANGUAGE SKILLS:**

Strong communication skills required, both verbal and written.

**LICENSES, CERTIFICATES, REGISTRATIONS:** Serv-Safe certified