



## Job Description

**Position Title:** Sous Chef  
**Department:** Dining Services  
**Reports Directly To:** Dining Manager and Executive Chef

**Directly Supervises:** Dining Services Team Members  
**Date:** 01.23.25

### BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking a full time **Sous Chef** to provide leadership in the Kitchen through supervising and training cooks and volunteers. Our sous chefs prepare meals for guests that contribute to an overall excellent food service experience.

NorthBay is looking for a highly motivated, personable individual with excellent organizational and communication skills. The successful candidate will be a motivated self-starter who can work independently and effectively within a team. The candidate must be able to convey a sense of hospitality and concern as she/he relates to students, guests and staff, providing excellent food quality and customer service to all constituents.

- This is a full-time (40 hours/week), year-round hourly position, Monday- Friday, with rotating weekends as needed based on guest group bookings
- Hourly rate range is \$17.50 - \$19.25/hour depending on experience
- NorthBay provides a comprehensive benefits package including health, dental and life insurance, 401k matching contributions, tuition reimbursement, generous paid time off, performance bonuses and more.

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

- Contributes to NorthBay's values of making everyone feel welcome on campus
- Assists the Dining Manager and Executive Chef train and motivate cooks of diverse backgrounds and skill levels in their responsibilities of preparation, production, sanitation, and equipment use
- Assists the Dining Manager and Executive Chef with food preparation lists to communicate with team the amounts of food to cook/prepare
- Provide leadership to department employees
- Create prep lists and communicate daily production goals with team members
- Oversee food preparation to ensure highest quality of both food and presentation
- Prepare, cook and serve meals for guest and staff with dietary restrictions
- Operating at the highest level of cleanliness and safety; ensuring all regulations are followed within the dining facility.



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- Able to train, lead, engage and supervise volunteer work crews in serving tables, working in dish pits and food prep
- Engage work crew bosses and provide instruction as needed
- Complete any other task assigned
- Willing to assist other departments as needed
- Oversee dining room service and sanitation

### **MINIMUM QUALIFICATIONS:**

- Culinary degree or equivalent work experience
- 2 years' experience in food service leadership.
- Currently or able to become ServSafe certified

### **ESSENTIAL SKILLS AND EXPERIENCE:**

- Display strong inter-personal and leadership skills
- Ability to make independent decisions and problem solve
- Excellent knowledge of culinary preparations and dining operations
- Ability to work under pressure and produce accurate results
- Able to be a role model; presenting a strong work ethic, maintaining a professional appearance and using respectful language and conduct
- Able to work, communicate and cooperate with Dining Services team members, and with other departments in a way that demonstrates integrity and respect
- Engages staff and guests to create a positive, welcoming environment in the kitchen and in the dining area.