



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Fine Dining Sous Chef		<b>JOB CODE:</b> FDSC
<b>BUSINESS</b>		<b>EEO:</b> 5
<b>EXEMPT</b>	<b>FLEX</b>	<b>PAY GRADE:</b> 14
<b>FUNDING SOURCE:</b> NPJ		<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Fine Dining Sous Chef provides leadership, supervision, and coordination for the assigned venue's back-of-house operations. The Fine Dining Sous Chef will ensure that the preparation and presentation of menu items meets restaurant standards. The Fine Dining Sous Chef will support, build, and sustain a culture of respect, enthusiasm, kindness, and cooperation, which ultimately enhances every interaction for our guests and employees; customer service is our top priority both internal and external guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Oversees the operations of the kitchen and back-of-house, ensuring that food is prepared safely, efficiently, and according to restaurant standards consistently.
2. Ensures the kitchen operates consistently according to all applicable health, safety, and hygiene codes and standards.
3. Produces high-quality plates, ensuring presentation and taste meet standards daily.
4. Monitors the restaurant's menu based on food trends, food costs, patron requests, and seasonal availability and modifies when needed.
5. Oversees stocking, ordering, and purchasing of ingredients and supplies, ensuring that the necessary ingredients are available and as fresh as possible while minimizing spoilage and waste daily.
6. Maintains and inspects kitchen equipment and utensils, recommending repairs or replacements.
7. Provides leadership, team building, and training for all kitchen employees as needed.
8. Schedules kitchen staff, assigning roles based on experience and skills weekly.
9. Conducts performance reviews, handles non-disciplinary actions, and recommends disciplinary action following restaurant policy and the Employee Relations Act, as required.
10. Assists the Executive Chef in maintaining the kitchen budget.
11. Collaborates with other chefs in the proposal to design innovative, appealing, and complementary menu items.

### **JOB RESPONSIBILITY**

Job Reports to	See Organizational Chart
Leadership Accountability	Assists with the development of policy and is responsible for implementing operating plans.
Supervisory Accountability	Supervises associates below supervisory level.
Organizational Accountability	Manages work group within a sub-unit of a department.
Financial Accountability	Monitors expenditures. Responsible for inventory, spoiling, and waste.



Customer Accountability	Interfaces with internal and external customers and vendors.
Freedom to Act	Subject to regular review by supervisor.

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. A High School Diploma or equivalent is required.
2. An associate degree in Culinary Arts is required. Four (4) years' of relevant experience may be supplemented in place of a post-secondary education.

**ESSENTIAL:**

1. All employees are subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. ServSafe Food Handler required within 14 days of regular employment.
3. ServSafe Manager required within 90 days of regular employment.

**EXPERIENCE:**

1. Relevant experience or training may be demonstrated via degree or certificate, completion of apprenticeship, or other experience necessary to become trained as a highly skilled professional cook.
2. Minimum of two (2) years' of experience working in a full-service restaurant, fine dining preferred.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to produce an excellent culinary and restaurant experience for guests.
2. Excellent verbal and written communication skills.
3. Excellent time management, scheduling, supervisory, and organizational skills.
4. Excellent interpersonal skills with the ability to work well with various personalities and under pressure.

**WORKPLACE RESPONSIBILITY**

1. Maintains a safe and healthy workplace environment.
2. Supports a culture of respect, enthusiasm, kindness, and cooperation.
3. Ensures all department employees receive appropriate training and coaching and understand procedures to do their assigned work safely.
4. Adheres to all regulations, policies, procedures, and laws set forth by the department, facility, the Ho-Chunk Nation, and regulatory agencies.

**WORKING CONDITIONS**

1. Must be able to work in a loud, fast-paced environment.
2. Able to work varied hours and shifts, including evenings and weekends, as needed.
3. See the physical demands worksheet.