



## JOB DESCRIPTION

**Title: Sous Chef**

**Classification: Non-exempt**

**Salary Range: DOE**

**Original Date: January 2014**

**Department: Events**

**Position Status: Full Time**

**Reports to: Head Chef**

**Date of Review: March 2025**

### **Job Objective**

The Events Sous Chef plays a key leadership role in overseeing kitchen operations and ensuring the seamless execution of Loveless Events Catering. This position works closely with the Head Chef to uphold the highest standards of food quality, presentation, and efficiency while supporting a high-volume catering environment.

As the Sous Chef, you will be responsible for leading kitchen staff, maintaining food safety standards, managing inventory and ordering, and ensuring smooth day-to-day kitchen operations. You will also assist in menu planning, pricing, and training team members to maintain consistency and efficiency in food preparation. The ideal candidate thrives in a fast-paced, event-driven environment, has strong organizational and leadership skills, and is committed to delivering high-quality catering experiences.

**In the performance of their respective tasks and duties all employees are expected to demonstrate the following:**

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees.

### **Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Monitor inventory levels, perform scheduled assessments, and order materials, supplies, and ingredients based on demand to ensure kitchen efficiency.
- Lead, supervise, and mentor kitchen staff while managing and organizing food orders.
- Oversee the food preparation and cooking process, ensuring that all food and products are consistently prepared and served according to the department's recipes, portioning, cooking and serving standards.
- Assist the Head Chef with recruiting, training, and developing kitchen staff.
- Collaborate with the department manager to review and adjust menu pricing and offerings.
- Assist in scheduling work shifts and ensuring adequate staffing levels.

- Maintain compliance with all health, safety, and sanitation regulations for food storage and preparation.
- Maintain a clean, organized, and well-prepared kitchen to support efficient catering execution and compliance with health regulations.
- Track and maintain weekly and monthly cost reports to support budgeting and cost control.
- Adhere to and enforce company policies, procedures, and training programs.
- Fill in where needed to ensure guest service standards and efficient operations.
- Prepare any required paperwork, including forms, reports and schedules in an organized and timely manner.
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the department's preventative maintenance programs.
- Be knowledgeable of company and department policies regarding personnel and administer prompt, fair, and consistent corrective action for any violations.
- Fully understand and comply with all federal, state, county and municipal regulations that pertain to health, safety and labor requirements, employees and guests.
- Oversee kitchen closing procedures, ensuring proper shutdown and completion of closing kitchen checklists.
- Attend and actively participate in all scheduled employee meetings.
- Perform other related duties as assigned by the Head Chef.

#### **Position Type/Expected Hours of Work**

This is a full-time role that requires event-based hours that include evenings, weekends, and holidays.

#### **Job Skills**

- Strong leadership and team management abilities
- Excellent problem-solving and conflict resolution skills
- Outstanding communication and organizational skills
- Ability to thrive in a fast-paced, high-pressure environment
- Superior work ethic and positive attitude
- Strong ability to follow written and verbal instructions
- In-depth knowledge of kitchen health and safety regulations

#### **Qualifications**

- Must be 21 years of age
- High School diploma or GED
- Associate Degree in Culinary and/or Hospitality Management preferred
- Minimum of 5 years' experience in kitchen preparation and cooking.
- Minimum of 2 years of experience in catering or banquet service.
- Adhere to all health and safety regulations

#### **Additional Eligibility Qualifications**

- Valid Tennessee Driver's License
- Must have reliable transportation to and from work
- Flexibility to work variable schedules, including nights, weekends, and holidays as needed.

## **Preferences**

- Serve Safe & ABC Certified
- Basic proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Proficient knowledge of Inventory & Food and Beverage Software (POS System)
- Experience working in off-site catering environments or mobile kitchen setups is a plus
- Creative, highly motivated, eager, and enthusiastic while implementing company policies, standards, programs and procedures
- Hands-on leadership approach with a proactive mindset to support staff and operations
- Ability to manage in a diverse environment with focus on client and customer services
- Ability to be flexible and think-on-your-feet to quickly handle any unexpected last-minute challenges as they arise
- Supportive team player with staff, co-workers, management and vendors

## **Work Requirements**

- Ability to lift up to 50 lbs as needed.
- Comfortable working in non-climate-controlled environments.
- Ability to stand for extended periods.
- Frequent reaching, bending, and stooping required.

## **Work Authorization**

Must be authorized to work in the United States

## **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*The Loveless Cafe LLC is an equal-opportunity employer and is committed to hiring and maintaining a capable and committed workforce. EOE/M/F/D/V*