

Jamestown Brewing Co, Inc.
Job Description

Job Title: Sous Cook
Department: Kitchen
Reports To: Executive Chef
FLSA Status: Non-Exempt

Summary: Assists in the supervision and coordination of activities of cooks and other workers engaged in preparing and cooking foodstuffs by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Prepares or directly supervises the daily preparation of soups, sauces, and specials.*
2. Assists with monthly inventories, pricing, cost controls, requisitioning and issuing for food production.*
3. Assumes responsibility for kitchen in absence of executive chef.*
4. Observes workers engaged in preparing, portion, and garnishing foods to ensure that methods of cooking and garnishing and sizes of portions are as prescribed.*
5. Gives instructions to cooking personnel in fine points of cooking, maintaining standards of quality, cost, eye appeal and flavor of foods.*
6. Ensures proper staffing for maximum productivity and high standards of quality.*
7. Controls food and payroll costs to achieve maximum profitability.*
8. Cooks and carves meats and prepares dishes such as sauce during rush periods and for banquets and other social functions.*
9. Makes recommendations for maintenance, repair, and upkeep of the kitchen, equipment, and other areas of the restraint.*
10. Performs other related duties as assigned.

Supervisory Responsibilities:

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

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.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Education/Experience:

High school diploma or general education degree (GED); or four to six years related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills and Other Abilities:

- Conflict management skills
- Time management skills
- Strong oral and written communication skills
- Ability to objectively evaluate

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, talk or hear, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts and vibration. The employee is occasionally exposed to extreme cold (non-weather).

The noise level in the work environment is usually loud.