

## Job description

**Position: Sous Chef**

Department:

Hotel/Galley

Immediate superior on board: Executive Chef

### 1. Responsibility

- (1) Responsible for the up-to-standard work flow in the assigned work area of the Galley and the related administrative tasks, in close cooperation with the Executive Chef
- (2) Ensure all operations are carried out with the utmost economy consistent with the agreed quality and hygiene standards
- (3) Regular inspections of the Galley and stores, including pantries, lockers and crew mess with regard to cleanliness, hygiene, maintenance, safety, and especially the adherence to all agreed standards.
- (4) Implementation and checks of the professional, economic storage of all foodstuffs and equipment in compliance with the agreed hygiene and quality standards, with special regard to the compliance with expiry dates.
- (5) Supervision and training of the strict adherence to all agreed regulations (HACCP), especially with regard to security, environment and hygiene regulations in his/her area of responsibility
- (6) Notification and handling of all relevant (unusual) events, such as damages, repairs, security violation etc..
- (7) Responsible for equipment set ups as well as storing of goods and equipment up to standard.
- (8) Preparation and regular checks of logs and check lists
- (9) Planning, organisation, documentation of inventories
- (10) Examination and control of stock movements and orders in the area of responsibility
- (11) Instruction, training, and supervision of the assigned crew (including documentation)
- (12) Cleaning supervision
- (13) Always aim at continuous improvement
- (14) Active implementation of the philosophy behind the product
- (15) Constant improvement of the work flow and standards, including input for manuals and regulations.
- (16) Secure the careful handling of the company's properties

### 2. Qualification / Job experience

- (1) Qualified training as a cook
- (2) Many years of job experience in a management position in a hotel's Galley, if possible onboard a cruise vessel.
- (3) Strong economical, budget-orientated thinking; ability to analyse and explain business targets
- (4) Very good knowledge of inventory management
- (5) Very good knowledge regarding food, ingredients, recipes (modern, international cuisine) as well as food-cost calculations and production control of passenger and crew menus.
- (6) Very good knowledge of all cleaning procedures, cleaning agents, chemicals (including storage) and HACCP.
- (7) Fluent in spoken English
- (8) Living up to service

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(9) Good educational background

### **3. Personal requirements**

- (1) Minimum age 21
- (2) Management skills, authority, flexibility, self discipline
- (3) Strong organising ability (Duty roster)
- (4) Respectful, friendly and professional conduct towards passengers and crew
- (5) Integrity
- (6) Poise, very good manners
- (7) Cost and quality awareness
- (8) Good communicator
- (9) Team player
- (10) Ability to work under pressure
- (11) Ability to motivate employees
- (12) Well groomed appearance

### **4. Area of responsibility**

- (1) Responsible for the work flow in the assigned work area in the Galley
- (2) Technical superior to all crew and staff in the assigned work area in the Galley

### **5. Proxy**

Chef de Partie