



BAY WOODS *of* ANNAPOLIS

Sous Chef

General Summary:

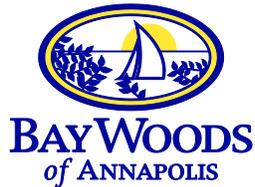
Get home by 8pm! Now seeking a full-time position with medical, dental, and vision insurance; a company matched 401k; company paid life insurance; tuition reimbursement; paid-time off; and an employee assistance program. The hours and time could be Mon-Sat 9am-8pm (typically 8 hour shifts); Sun 9am-4pm. The Sous Chef will be responsible for the proper preparation of the planned menu in the absence of the Executive Chef and assists in the supervision of all kitchen employees.

Essential Job Duties:

1. Clarifies and organizes all evening paperwork and posts next day's production schedule.
2. Assists the kitchen staff in all aspects of daily assignments, as required.
3. Informs the Executive Chef of all activities and operational problems, making suggestions for improvement and corrections as needed.
4. Assists in daily shift change walk-throughs of kitchen staff.
5. Ensures that each plate leaving the kitchen meets high presentation standards, is a quality product and is properly portioned.
6. Responsible for the direction and closing of the kitchen.
7. Assists in creating, planning, costing and executing menus, theme buffets, specials and holiday menus.
8. Assists with food orders, production sheets and related material.
9. Assists the chef in executing all catered and special functions.
10. Attends in-service training and education sessions as assigned.
11. Familiarity with emergency procedures and required to assist with evacuations.

Other Duties:

1. Assists in maintaining a high level of customer satisfaction for our residents and their guests.
 2. Maintains appearance, cleanliness and service of facility at or above Health Department standards through routine, daily cleaning procedures.
 3. Assists in maintaining daily, weekly and monthly statistical information as required.
 4. Uses time, material and equipment properly to eliminate waste and unnecessary expense.
 5. Maintains good working relations with employees; illustrates leadership to promote unity of effort, group pride, harmony and teamwork.
 6. Operate as a member of a team both within the department and across departments.
 7. Performs other work duties and responsibilities as assigned.
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Qualifications:

1. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic. Ability to understand measurements and conversions.
2. Five years experience in a hotel, restaurant, or club with fine dining preferred. Fine dining in senior living is preferred.
3. Culinary education desirable and proven supervisory background mandatory.
4. Ability to plan and organize work, to interpret instructions, recipes, specifications and standards.
5. Knowledge of kitchen equipment operations and maintenance. Some knowledge of nutrition and diet and. Health Care experience desirable.

Physical Requirements/Working conditions:

Must be able to stand or walk for up to 8 hours per day. Must be able to bend, stoop, and stretch frequently throughout the day. Moderate to heavy physical effort needed infrequently. Manual dexterity for preparing food. Ability to use standard industrial kitchen appliances required. Must be able to lift up to 50 lbs. independently. May be exposed to extreme temperatures (freezers and stoves-range burners) for short periods of time. May be exposed to industrial cleaning chemicals. Required to wear slip resistant shoes.

Please state the position you're applying for and send your resume to wbaker@baywoodsofannapolis.com.