

POSITION TITLE	Sous Chef	
DEPARTMENT	Yarra Valley Restaurant Kitchen	
REPORTS TO	Head Chef	
ROLES REPORTING DIRECT	Chef de Partie, Commi chefs, Apprentice chefs, Kitchen Hands	
KEY RELATIONSHIPS	Site Managers, Chefs, Restaurant Manager, Cellar Door, Wine Tourism Attendants, Functions & Events Manager	
PRIMARY OBJECTIVES		
<ul style="list-style-type: none"> • Provide innovative and exciting food whilst achieving approved service standards and KPIs. • Assist Head Chef to provide education to relevant staff on menu items and menu changes • Efficiently manage and develop the kitchen and its team. • Provide full support to Head Chef and manage kitchen in their absence • Maintain strong relationships with suppliers and other key departments within the Yarra Valley Estate Team. • Assist the Head Chef to consistently monitor and maintain operating costs in line with budgets and KPI's • Implement initiatives to attract visitors to the Yarra Valley Estate. • Ensure compliance with legislative obligations and Company policies and procedures. 		
MAJOR RESPONSIBILITIES		
KEY RESULT AREAS	SPECIFIC ACTIVITIES	MEASURES
Food preparation and Food Safety	<ul style="list-style-type: none"> • Work with Head chef to design an exciting menu reflective of De Bortoli Italian background • Use fresh local produce. • Present food in a timely manner • Food composition consistent with De Bortoli philosophy and wine style. • Ensure all kitchen staff and practices adhere to Food Safety Policy and legislation 	Regular changes to menu Strong relationship with local suppliers
Menu Publicity	<ul style="list-style-type: none"> • Assist Head chef when necessary to organise FOH staff briefings on all menu changes • Education sessions for FOH, Cellar Door and Admin staff • Adhere to protocols and ensure all kitchen staff are aware of Food safety practices too 	Staff are always up to date on menu details and up sell with confidence
Service Standards	<ul style="list-style-type: none"> • Customers will receive their food in less than 30 minutes • Establish and maintain an environment of respect and co-operation between Kitchen and FOH teams 	Customer feedback / complaints Staff surveys

Job Description – Sous Chef

Staff Management, Training and development	<ul style="list-style-type: none"> • Assist the Head chef to lead and direct a team of professional chefs and kitchen hands. • Train and mentor chefs and kitchen staff • Ensure all Kitchen skills are up to date by providing direction and training as required • Maintain an environment of respect and co-operation between Kitchen, FOH and Cellar Door 	<p>Continuous training of all staff Stable team in place Goals and objectives achieved</p>
Kitchen Admin and organisation	<ul style="list-style-type: none"> • Assist Head chef to prepare daily Prep Lists • Prepare all staff Rosters in Head chefs absence • Set up Work Lists • Maintain database of accredited suppliers, contacts and contractors 	<p>Kitchen runs smoothly Equipment always operational accredited food-safe suppliers are used</p>
Labour and Food costs	<ul style="list-style-type: none"> • Maintain a sound understanding of revenue and cost budgets • In Head chefs absence, organise staffing requirements and operate shift with budgets in mind • Document costings for all menu items • Assist head chef to meet KPI of 25% of food takings • Regularly review menu prices and margins • Meet Labour KPI of 39% of total takings 	<p>KPI met or variances explained Costings available for review</p>
Promotional Activities	<ul style="list-style-type: none"> • Actively participate in meetings to plan new events and ensure these events are food successful • Contribute to event planning & implementation • Participate in De Bortoli promotional activity on & off site, including cooking demonstrations and events • Assist head chef to prepare and deliver exciting and successful cooking classes • Become actively involved in specific wine and food matching activities 	<p>Profitable Events take place</p>
Promote safe attitudes and work practices	<ul style="list-style-type: none"> • Comply with all OH&S policies and procedures • Wear Personal Protective Equipment (PPE) as specified. • Report all accidents, near misses and unsafe work practices/hazards to your Manager/Supervisor. 	<p>Compliance with Company policies and procedures. Incidents reported in accordance with Company procedure.</p>

Job Description – Sous Chef

- Maintain all equipment to a safe working standard.
- Work on a manner which is conducive to OH&S.

Maintenance schedules adhered to at all times.

Essential Criteria

- Formal Qualifications
- Reputation for innovation, flare and quality food
- Proven Ability to manage all relevant costs, including labour, food and operations expenses
- Proven ability to train, develop and lead a productive and effective professional team
- Able to identify and procure quality ingredients and fresh produce at the right price

Desirable Criteria

- Reasonable IT skills
- Knowledge of Purchase Order systems
- Ability to conduct group cooking classes

Employee Name: _____

Employee Signature: _____

Manager Name: _____

Manager Signature: _____