



**Position Title:** Sous Chef (Assistant Kitchen Manager)  
**Reports To:** Executive Chef  
**Department:** Miami Culinary Institute  
**Prepared By/Date:** John Richards/11-30-2010  
**Approved By/Date:** John Richards/09-26-2011  
**Revised:** Donna French/09-23-2011

**Job Code:** 4186  
**Job Group:** PENC  
**Salary Grade:** 12  
**FLSA Status:** Exempt

**Summary:**

This position is responsible for managing production operations and personnel for the Restaurant/Café/Catering operation in the Chef's absence for the world class culinary arts facility.

**Essential Duties and Responsibilities:**

- Supervises and trains culinary staff
- Monitors food and labor costs and accurate food inventory
- Utilizes and maintains MICROS functions
- Maintains safety and sanitation regulations in all outlets
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of profit and loss statements
- Knowledge and skill of the MICROS point of sale system for retail
- Strong leadership and interpersonal skills to manage staff
- Demonstrate diplomacy and have the ability to establish positive relationships with all internal/external users, staff, management, etc.
- Ability to develop relationships with vendors to ensure eco-culinary practices
- Possess effective verbal communication skills
- Knowledge of proper and safe food handling
- Ability to adhere to personal protective equipment safety standards where applicable
- Ability to take direction and carry out instructions
- Ability to work in a demanding and fast paced environment
- Ability to work a flexible schedule to include evenings, weekends, and holidays
- Ability to function well in an advanced food-energy-business technological environment
- Ability to work in a multi-cultural and multi-ethnic environment

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to lift 40 pounds and work long hours including weekends.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree and three (3) years of experience in a kitchen leadership role within the culinary field supervising three (3) or more employees
- Training courses completed within sixty days of employment; to include but not limited to, Food Handlers, Beverage and Alcohol, and Responsible Vendors Certifications

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name