



Crow Canyon Archaeological Center Job Description

Position Title: Sous Chef
Status: non Exempt
Employment Category: Full Time Seasonal
Reports to: Chef

Position Summary:

The Sous Chef is responsible for managing the morning operations of the Crow Canyon dining facilities and the supervision of two direct reports. This also includes food preparation, serving, and cleans up .The Head Cook; also assist the Chef in the development of budgets and policies and procedures for the food services department and serves as backup for the Chef.

Education and/or Experience:

High school diploma or general education degree (GED); and three to five years of kitchen and supervisory experience and/or training; or equivalent combination of education and experience. Food handlers Certificate required.

Essential Duties and Responsibilities:

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.

- Opens the kitchen, and ensures that the food service department is operational in accordance with established policies and procedures. Maintains proper security of the department
- Plans, coordinates, and schedules the activities of the morning shift
- Prepares and directs staff in the preparation of food to be served using established Procedures and systems
- Observes proper food preparation and handling techniques. Stores food properly and safely, marking date and item
- Complies with established sanitation standards, personal hygiene, and health standards. Supervises sanitation in food service; trains food service personnel in obtaining and maintaining sanitation standards
- Assist the Chef in preparing and serving food for special functions as assigned
- Ensures quality food preparation, presentation, and service
- Responsible for maintaining the budget, planning menus
- Performs duties of other food service personnel as needed
- Performs any other duties as assigned
- Completes goals established at prior evaluation

Knowledge, Skills, and Abilities:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals as needed to execute recipes
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to read and comprehend instructions, short correspondence, and memos
- Ability to write correspondence consistent with the essential job functions
- Ability to communicate with adults and children

- Ability to interpret a variety of instructions furnished in written or oral form as needed to prepare recipes
- Ability to operate kitchen equipment, i.e. slicer, blender, food processor, flour mixer, and cheese grater

Physical Demands:

The employee must be able to:

- Lift and/or move up to 30 to 50 pounds
- Walk over uneven surfaces
- Stand for long periods of time
- Ability to stoop, kneel, and crouch

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Certificates, Licenses, and/or Registrations:

- Valid driver's license
- Current First Aid and CPR
- Background check upon hire
- Current physical exam and health history completed by a licensed medical health care professional
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position
- May be required to complete transportation-related training

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.