



**Westerner Park is Western Canada's Event Centre...Your Home for Celebration! We provide premier facilities and service for agriculture and trade, sports and entertainment, conferences and meetings. We are community and team focused and continually growing.**

**Under the direction of the Premium Services Manager, the Sous Chef will aid in planning, leading and directing all aspects and requirements for the Food and Beverage operations. The Sous Chef leads a team, responsible for coordinating all hospitality requirements at the Westerner Park to ensure and provide quality service to both internal and external customers. The Sous Chef will give direction and supervision to all other kitchen positions, coordinates and participates in the activities of cooks and other kitchen team members engaged in preparing and cooking menu items. They are responsible for the preparation and presentation of full course entrees, soups, sauces, pastries and any other menu items required in accordance with the Premium Services Manager's set quality standards.**

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under the direction of the Premium Services Manager, the Sous Chef duties will include, but are not limited to:

- Coach and provide leadership to all the staff of the kitchen, either directly or through the Premium Services Manager, ensuring the training and development of staff, providing input for performance, appraisals, and disciplinary action, within the values and guidelines of Westerner Park
- Ensure consistent food preparation and the highest caliber of food presentation, taking advantage of all opportunities to improve upon both, and ensuring communication to the Premium Services Manager
- Training and development of all banquet, catering and concession kitchen employees
- Strong and effective communication with all departments specifically Premium Services
- Ensure cleanliness and hygiene is maintained in the various kitchen areas including refrigerators and storerooms and that food products are rotated to ensure high standards of freshness. Ensure refrigerators and storerooms are organized and maintained in the various kitchen areas on a daily basis and that all food products are stored in accordance with provincial regulations
- Supervise and participate in the production and plating of all food service areas to maintain the best quality food style possible
- Aid in the transportation of all food products to be sure it is arranged and presented up to the standards set by the Premium Services Manager
- Provide input for menus, creating, developing, and recommending recipes to create a consistent and quality food product
- Aid the Premium Services Manager in ordering and inventory of food products for the preparation and operation of an efficiently run kitchen
- Conduct yourself as the Premium Services Manager would in their absence, in accordance with their values and positive motivation tools
- Assist and coach in the organization of other staff to reduce the workload or meet the deadlines of the department
- Ensure food is stored in appropriate containers, labeled, and rotated to ensure high standards of freshness, minimizing waste and maximizing quality
- Aid the Premium Services Manager in creating, implementing, and maintaining department objectives and to ensure they are met and exceeded



- Ensure that the morale of the kitchen staff is maintained by practicing positive strategies to motivate staff, encourage self-esteem, and boost efficiency
- Help to raise the standards within the department and bring new concepts forward
- Respond in a positive and timely manner to all internal and external guest requests and complaints, while meeting Westerner Park's standards to exceed the guest's expectations in addition to remaining budget conscious, also ensuring that required forms are filled out and submitted to the Premium Services Manager and the required department managers whom are notified and communicated with
- Strive to uphold a safe working environment, be health and safety conscious, and actively involved in maintaining and improving a safe work environment
- Prepare weekly staff schedules, and monitor staffing levels in conjunction with determined budgets
- Maintain the highest departmental standards as determined by the Premium Services Manager and the guests
- Seek opportunities to increase food revenue, decrease kitchen expenses and maximize departmental productivity without compromising our guests' satisfaction
- Manage employee performance through training, coaching, or corrective action as required, excluding termination of employees
- Responsible for the complete kitchen operation in absence of the Premium Services Manager, please refer to his/her job responsibilities
- Carry out other related duties which may be assigned from time to time
- Maintain product consistency by conducting inspections of seasonings, portion, and appearance of food
- All banquets and catering functions are to be conducted in a timely fashion with coordination involving the Premium Services Manager ensuring readiness to start the event a minimum of fifteen minutes prior to the service time
- Adhere to all Westerner Park Guidelines, Policies, Rules and Regulations
- Initial any direct changes made to Event Order or Banquet Function Sheets/Contracts
- Complete and submit to the Premium Services Manager any Maintenance Request Forms to have required equipment repaired or serviced
- Meet with the Premium Services Manager on a daily and required basis as the he determines necessary to discuss any operational aspects of the kitchen
- Ensure that the delegation of tasks and food production is organized through the use of prep sheets
- Assign work and side duties to staff in accordance with departmental procedures. Communicate additions or changes to the assignments as they arise throughout the shift. Identify situations which compromise the Westerner Park's standards and delegate these tasks
- Conduct pre-shift meetings with staff to review all information pertinent to the day's business and/or events
- Inspect grooming and attire of staff; rectify any deficiencies
- Inspect prior to the service time of the function any banquet or function setups; inform the Premium Services Manager and ensure that any deficiencies are rectified
- Complete departmental filing



- Oversee food deliveries to ensure the products have been delivered and stored according to the standards set by the Premium Services Manager and provincial health regulations, and inform the Premium Services Manager of any discrepancies
- Follow any and all recipes as they apply to any food products that you prepare, as determined by the Premium Services Manager

### **PHYSICAL DEMANDS**

- Occasional lifting up to repetitive arm, hand and finger movements, occasional bending and reaching
- Sense of taste, smell, and hearing is required as well as adequate visual acuity
- Color vision is required
- Ability to stand for long periods of time
- Constant pushing/pulling up to 25 lbs. Occasional pushing/pulling 26 – 100 lbs.
- Constant lifting/carrying up to 20 lbs. Frequent lifting/carrying 21 – 100 lbs. Occasional lifting/carrying over 100 lbs.

### **EXPERIENCE & QUALIFICATIONS**

- The ideal candidate must be motivated, enthusiastic, and able to multi-task in a fast paced environment
- Ability to communicate effectively with guests, clients, and staff members
- Demonstrated experience in public relations
- Candidate must have Red Seal Certificate
- Basic supervisory skills, capable of motivating, leading and developing associates
- Must possess good organizational, communication, problems solving, and decision-making skills
- Ability to work conscientiously and with minimal direction
- 3-5 years experience in a kitchen environment as a Sous Chef, preferably with catering background
- WHMIS certification is required
- Computer skills are required including knowledge of Microsoft Word and Excel
- Able to work flexible hours to accommodate business requirements, will require evening and weekend work schedules
- Basic accounting knowledge is an asset

### **AFFILIATIONS**

Westerner Employees Association — Exempt

### **TO APPLY**

Please email your Cover Letter and Resume to Human Resources with your name and the name of the position you are applying for in the subject line to [HR@westernerpark.ca](mailto:HR@westernerpark.ca)

This job description is not intended to be all inclusive and Personnel may perform other related duties as requested to meet the ongoing needs of the organization.

**Thank you for your interest with Westerner Park. We look forward to reviewing your application.**

**Important Message:** We thank all those who apply. Only those selected for further consideration will be contacted. This position will remain posted until successful applicants are found.