

## **Executive Sous Chef**

### **Role Summary**

Reporting to the Executive Chef, the Executive Sous Chef will primarily oversee the culinary production of the Event Operations and restaurant outlets including Cottages Restaurant, Teca, Lakes Bar, The Deck and The Country Market. The Executive Sous Chef will be involved in all aspects of the operation including; leading the 30-60 associates in their duties, menu creation, and promoting a safe work environment.

### **Accountabilities**

- Understands the guest expectations related to food quality and presentation and ensures culinary associates strive to meet or exceed expectations and help build guest loyalty
- Works closely with the Food & Beverage team to execute the event strategy and focus on meeting and exceeding departmental and hotel goals
- Assists in menu development to ensure product quality and food cost management
- Participates in the development of operating budgets and administers those budgets on an ongoing basis by monitoring and tracking expenses
- Helps to manage wages, productivity and expenses in accordance with business demand
- Hires, trains, coaches and develops a successful and enthusiastic team of associates, and ensures associates are cross-trained to support successful daily operations
- Supports a departmental orientation program for associates to receive the appropriate new hire training to successfully perform their job
- Motivates associates by engaging in recognition, coaching, performance reviews and performance management
- Manages scheduling in accordance with employment policies and budget targets and ensures that all time management and payroll processes are carried out in an accurate and timely manner
- Completes scheduled inventories, stocks and requisitions necessary supplies, supporting procedures for portion and waste controls
- Purchases appropriate supplies and manages inventories according to budget
- Ensures compliance with all local, provincial and federal health regulations, and trains associates on the proper handling and temperatures of all food products
- Assists in maintaining associate cafeteria operation and food quality standards
- Develops and maintains cleaning schedule to ensure work areas are clean and sanitary and reports malfunctions with department equipment
- Assists the Executive Chef with maintaining all standard recipes on the Global Recipe Database Software
- Conducts training on food knowledge and menu items including ingredients, preparation methods and unique tastes

- Interacts with guests to obtain feedback on product quality and service levels
- Effectively responds to and handles guest problems and complaints
  
- Attends pre and post event rehearsals to understand group needs and participates in weekly forecast meeting to anticipate service and staffing requirements
- Compliance with all safety regulations of assigned tasks and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

### **Requirements**

- Red Seal required
- 2-3 years leadership hotel experience required with strong knowledge of kitchen operations
- Passion for Culinary and comprehensive knowledge of fine food, wine and service
- Proficiency with MS Office (Outlook, Word, Excel) and Point-of-Sale software (Micros)
- Previous resort experience an asset
- Post-secondary degree, diploma or certificate in related field an asset
- Multi-unit management experience an asset

### **Working Conditions**

- Must be able to work in hot, humid, cold environments
- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing less than or equal to 50 pounds without assistance
- Stand, sit or walk for an extended period of time or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling
- Move over slippery surfaces

JW Marriott The Rosseau Muskoka Resort & Spa is an equal opportunity employer committed to hiring a diverse workforce. Upon request by the applicant, accommodation options will be available in the local area.