

Type- Job Title, job description, & employee qualifications.

Assistant Sous Chef - 23028149
JOB SUMMARY

Management position that focuses on successfully accomplishing the daily objectives in the kitchen. Leads staff while personally assisting in all areas of the kitchen, including food production; purchasing and kitchen sanitation. Position contributes to ensuring guest and employee satisfaction while maintaining the operating budget.

CANDIDATE PROFILE

Education and Experience

- High school diploma or GED; 5 years experience in the culinary, food and beverage, or related professional area.

OR

- 2-year degree from an accredited university in Culinary Arts, Hotel and Restaurant Management, or related major; 3 years experience in the culinary, food and beverage, or related professional area.

CORE WORK ACTIVITIES

Ensuring Culinary Standards and Responsibilities are Met

- Develops, designs, or creates new applications, ideas, relationships, systems, or products, including artistic contributions.
- Maintains food handling and sanitation standards.
- Ensures all employees have proper supplies, equipment and uniforms.
- Performs all duties of Culinary and related kitchen area employees in high demand times.
- Oversees production and preparation of culinary items.
- Ensures employees keep their work areas clean and sanitary.
- Works with Restaurant and Banquet departments to coordinate service and timing of events and meals.
- Communicates areas in need of attention to staff and follows up to ensure follow through.
- Supports and assists with new menus, concepts and promotions for the Restaurant outlets and Banquets.
- Assists in determining how food should be presented and creates decorative food displays.
- Prepares and cooks foods of all types, either on a regular basis or for special guests or functions.

- Checks the quality of raw and cooked food products to ensure that standards are met.

Supervising Daily Culinary Team Activities

- Ensures and maintains the productivity level of employees.
- Ensures completion of assigned duties.
- Coordinates activities of cooks and workers engaged in food preparation.
- Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision making; demonstrates honesty/integrity; leads by example.
- Leads shifts while personally preparing food items and executing requests based on required specifications.
- Handles employee questions and concerns.
- Identifies the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Conducts employee performance appraisal process, giving feedback as needed.
- Communicates performance expectations in accordance with job descriptions for each position.
- Participates in an on-going employee recognition program.
- Monitors employee's progress towards meeting performance expectations.
- Conducts training when appropriate.

Maintaining Culinary Goals

- Follows specific goals and plans to prioritize, organize, and accomplish your work.
- Monitors staffing levels to ensure that guest service, operational needs and financial objectives are met.
- Places orders for appropriate supplies and manages food and supply inventories according to budget.
- Participates in department meetings and continually communicates a clear and consistent message regarding the departmental goals to produce desired results.

Ensuring Exceptional Customer Service

- Provides services that are above and beyond for customer satisfaction and retention.
- Manages day-to-day operations, ensuring the quality, standards and meeting the expectations of the customers on a daily basis.
- Improves service by communicating and assisting individuals to understand guest needs, providing guidance, feedback, and individual coaching when needed.
- Sets a positive example for guest relations.
- Strives to improve service performance.

- Handles guest problems and complaints seeking assistance from supervisor as necessary.
- Empowers employees to provide excellent customer service within guidelines.

Additional Responsibilities

- Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Serves as a role model to demonstrate appropriate behaviors.
- Analyzes information and evaluating results to choose the best solution and solve problems.
- Complies with loss prevention policies and procedures.
- Reports malfunctions in department equipment.
- Attends and participates in all pertinent meetings.
- Encourages and builds mutual trust, respect, and cooperation among team members.

Contact Name

Karem Khater

Email

Karem.Khater@marriott.com