



Staff and Cast Positions - Sous Chef

Thank You for taking the time to consider joining the Carrington Inn hospitality team. We look forward hearing from you soon!

Established in 1885, The Carrington Inn has been a landmark in the rural town of Bungendore for over a century. Initially a coaching inn for travelers on the Cobb & Co route The Carrington Inn holds historical value to the community of Bungendore and its surroundings. It is anticipated that when reopened after extensive renewal, the Carrington will return to a focal point of the local community and be enjoyed and admired by tourists and travelers.

Sous Chef – Job Description

Job Title:	Sous Chef
Reporting to:	Executive Chef
<p>SUMMARY:</p> <p>The Carrington Inn’s Executive Director, is looking for a skilled, committed and creative person to execute the culinary vision of the Executive Chef and to contribute to the effective and profitable operation of the enterprise. A person who not only has proven commercial kitchen leadership abilities, but can take direction as well as give it.</p> <p>The Sous Chef is the professional who is directly subordinated to the Executive Chef, and takes his/her place when they cannot be present in the kitchen. In our start-up environment, the Sous Chef position is hands-on. He or She will help execute stylings of wholesome food that will bring delight and awe to the eyes and palates of the many types of guests hosted by the property.</p> <p>The Sous Chef has both managerial and culinary responsibilities; therefore, he/she needs to excel in both domains in order to successfully conduct all the assigned duties. As they can be responsible for the entire activity of the kitchen; they must possess great monitoring abilities, while also performing their regular duties.</p> <p>A Sous Chef job is one of the most reputable positions in culinary hierarchy. It brings prestige and opens the gates for public recognition for many highly qualified chefs. However, it requires discipline, intensive work, a lot of passion, a thorough preparation at the workplace and an active mind, always ready to learn and be challenged.</p>	

The Carrington Inn is an equal opportunity employer.

Typically Responsible for:

- To deputise in the Head Chefs absence.
- Establishing the working schedule and organize the work in the kitchen so that everything works like a Swiss watch.
- Attention to detail, assuring all plates meet the style, quality and brand promise of the establishment when they leave the kitchen. Uses a critical eye to see possible issues and will fix them along the way.
- Producing high quality dishes high quality food according to menu guidelines and recipes.
- Coming up with new dishes which appeal to the clients, whenever required.
- Discovering talented chefs and train them in order to reach the high standards of the venue.
- Training the auxiliary kitchen staff in order to provide best results in minimum time and using the maximum available resources.
- Maintaining order and discipline in the kitchen during working hours.
- Overseeing production of banquet food operations.
- Creating tasting menus for different events (wedding and banquets).
- Developing a cross-marketing strategy in order to increase profit.
- Making sure the hygiene and food safety standards are met for stages of preparation.
- Making sure that the professional equipment is in good condition and signal any malfunction before it affects the staff or the clients.

Main Activities:

- Directing and correcting the presentation and portioning of food according to enterprise standards.
- Coordinating and participating in the activities of chefs and other kitchen personnel engaged in preparing and cooking foods to ensure efficient and profitable food service.
- Providing Leadership for the team to produce plates that meet the style, quality and brand goals.
- Garnering respect of team members through attitude and good choices made along the way.
- Assisting in maintaining inventory; estimate food consumption and purchasing or requisition food and non-food items necessary for kitchen operation.
- Directing and participating in planning menus and utilisation of food surplus and leftovers.
- Scheduling kitchen staff according to business levels.
- Assisting in training, supervising, developing, and counselling Kitchen staff.
- Conferring with Executive Head Chef to coordinate policies and procedures between the kitchen and dining areas as well as Banquet functions and Banquet staff.
- Following correct hygienic food handling practices.
- Following the restaurant's regular cleaning and waste disposal practices.
- Optimising the use of restaurant resources: food, energy, labour, water.
- Using safe work practices and supporting others to use them.
- Participating on the health and safety committee, rotation basis.
- Maintaining kitchen equipment and plant in good condition.
- Participating in team meetings and surveys.
- Attending training courses and seminars as and when required.
- Striving to study management subjects in preparation for future advancement.
- Carrying out other duties typically expected of the position as required from time to time.

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EDUCATION and/or EXPERIENCE

Formal training in Culinary Arts or equivalent is preferred but not required if experience and performance is exemplary.

Must have at least 4 years culinary experience in a senior role, and completed formal cooking apprenticeship.

Must have food and wine knowledge and creativity.

Has good and relevant group leadership and supervision experience.

Has knowledge of purchasing, ordering, receiving, food costing and inventory procedures.

Must hold or be prepared to hold food safety supervisor certification.

Having or obtaining a restaurant first aid certificate

Working knowledge of various computer software programs including, but not limited to, word-processing, spreadsheets, POS, kitchen management, tablet computer, and email.

LANGUAGE SKILLS

- Ability to read, analyse, and interpret technical procedures, manuals or statutory regulations.
- Ability to write reports, recipes, and procedures.
- Ability to effectively present information and respond to questions from managers, personnel, and suppliers

OTHER SKILLS and ABILITIES

- A Sous Chef:
 - demonstrates an ability to produce a high volume of work in a timely manner, which is accurate, complete, and to the brand's quality standard.
 - interacts positively, respectfully, and professionally with supervisors, co-workers, and members of the public.
 - comes to work when rostered, is punctual and sets a good example of character and ethic.
 - follows directions, takes criticism positively, and at all times refrains from abusive and/or inappropriate behaviour.
 - is honest in all manner of engagement with the enterprise and guests.

PERSONAL PRESENTATION:

READINESS FOR WORK: At the start of the rostered time you should be clean, groomed, uniformed, fed, well-rested, with personal belongings already stowed, and ready to immediately commence work in all other ways required of the position. This is a condition for ongoing employment.

UNIFORM:. Every day you should present in a clean uniform, ready to work. Footwear is to be comfortable with non-slip soles, and a closed toe style approved to coordinate with the uniform.

GROOMING: The position requires a person who is clean and well groomed. Hair will be under cap or net, tied back if long. Males are preferred to be clean shaven, otherwise facial hair must be well groomed and not longer than 30mm at any length. Females will maintain not more than light make-up.

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SHIFTS / NIGHT WORK / AVAILABILITY/ WORKING CONDITIONS ETC:

On its re-opening, the Wintergarden Restaurant will be closed on Mondays and Tuesdays, however if business levels are strong, the restaurant may go to a 7-day roster. The Sous Chef is expected to be available for work during peak times which include Saturday, Sunday and agreed public holidays.

Minimum of 4 hours per month continuous professional education should be undertaken.

Dinner break at set time with whole of kitchen brigade.

PHYSICAL DEMANDS:

While performing the duties, you are regularly required to see, talk, hear and feel touch. You are frequently required to stand; walk; use hands to finger, handle, sense or feel; reach with hands and arms, and stoop, kneel, or crouch. You must occasionally lift and/or move up to 24kg. Specific vision abilities required in this role include close vision and distance vision. Logic and thinking process must be quick and unencumbered.

WORK ENVIRONMENT:

While performing the core functions of the position, you are usually indoors, in a confined kitchen environment, but may also be rostered to work outdoors in a natural and variable environment. The position can also involve regularly moving between warm (kitchen) and cold (cool room) locations. Moderate machine and crowd noise levels exist in the working environment.

OPERATIONS GUIDELINES:

The property maintains operational guidelines for personnel that are intended to create a safe and productive working environment, and a professional and appealing guest experience. The full set of guidelines will be provided to shortlisted applicants, although they may change from time to time. The following are two key guidelines:

MOBILE DEVICES: Personal mobile devices may not be accessed or used during shifts, except on breaks. All personal devices must be stowed in lockers or vehicles during shifts. Emergency contact support is provided through the main venue telephone number.

PERSONAL VISITORS: Personal visitors should not attend the property, distract or disrupt you from your responsibilities during your shift. Guest of the venues excepted.

SECURITY BACKGROUND and **REFERENCE CHECKS** may be undertaken.

Location of job: Bungendore, NSW

Prepared by:

Date: 26 May 2016

Wintergarden – TOM WILLS – *Myees* – ELM PARK – ROSE COTTAGE



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