

---

**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

---

**HUMAN RESOURCES**  
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913

**JOB DESCRIPTION**

**POSTED: MAY 17, 2017 DEADLINE: UNTIL FILLED**

**POSITION:** Sous Chef

**DEPARTMENT:** Food and Beverage

**SUPERVISOR:** Chef De Cuisine, Food & Beverage Director

**LOCATION:** Resort

**EMPLOYMENT:** Full-Time/Part-Time

**SALARY/PAY RATE:** Pay Grade 12 (\$12.00 - \$17.02 per/hr D.O.E.)

**DESCRIPTION:**

The Sous chef has the primary responsibility for overseeing and supervising production of food for the company. Must work closely with the Chef de Cuisine to promote the Company's culture, mission and philosophy. Must act as a team leader and motivator for the kitchen staff, thus strong interpersonal skills and being a clear communicator are essential. Responsible for supervising, training, evaluating, coaching and counseling food and beverage team associates to comply with company standards.

**RESPONSIBILITIES:**

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Pre-shifts and post shifts are required on a daily basis to gather and deliver pertinent direction to the team members on back of the house, front of the house and property activities.
- Ability to remember recite and promote the variety of menu items and recipe specifications.

- Communicate effectively both verbally and in writing to provide clear direction to the team members. Observe performance and encourage improvement. Monitor level of work load and make staffing adjustments accordingly.
- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Take direction from Chef de Cuisine or upper food & beverage leadership and carry out all tasks to Chef de Cuisine's satisfaction.
- Fill in for the Chef De Cuisine in planning and directing food preparation when necessary.
- Administer corrective counseling actions regarding all kitchen team members job performance and not limited to just back of the house.
- Manage and train kitchen staff, establish working schedule and assess staff's performance.
- Day to day task assignment for all cooks, such as prep lists, buffets layouts, and time and temperature check lists.
- Catering and event preparation and execution.
- Proper rotation and dating of all time sensitive inventories.
- Menu planning and food cost analysis.
- Be able to train all kitchen staff.
- Order supplies to ensure inventory is stocked appropriately.
- Comply with and enforce sanitation regulations and safety standards.
- Maintain a positive and professional approach with coworkers and customers.
- Must be ready to perform as a front line, buffet cook, Banquet hall and/or Snack Bar when called upon.
- Control all food specifications: taste, appearance, presentation, portion control and quality.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- A minimum of 2 years of experience in kitchen preparation and cooking.
- Be able to obtain a Gaming license.
- Be able to obtain ServSafe certified within the first 90 days of employment
- Must pass background checks and other pre-employment screenings.

#### **PERFERRED QUALIFICATIONS:**

- A minimum of 3 years of experience in kitchen preparation and cooking.
- At least 6 months' experience in a similar capacity

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**OUR MISSION**

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

**Date Approved by the Tribal Council: February 27, 2017**