



**FRIDAY HARBOUR™**  
*All Seasons Resort*

**Job Title:** Sous Chef

**Division:** Resort Services

**Department:** Food and Beverage - Culinary

**Responsible To:** Executive Chef

**Role Summary**

Reporting to the Executive Chef, this position is responsible for tasks that focus on leading the day to day activities in the kitchen. This position will be responsible for supporting the Executive Chef and Executive Sous Chef in all areas of the kitchen including leading employees in their duties, food production, waste control, and ensuring guest and employee satisfaction is achieved while maintaining the operating standards.

**Responsibilities**

- Understand the guest expectations related to food quality and presentation and ensure culinary associates strive to meet or exceed expectations and help build guest loyalty
- Train and coach a successful and enthusiastic team of employees, and ensure employees are cross-trained to support successful daily operations
- Responsible for the kitchen in absence of the Executive Sous Chef and Executive Chef
- Support a departmental orientation program for employees to receive the appropriate new hire training to successfully perform their job
- Motivate associates by assisting chefs with engaging in recognition, performance reviews and performance management
- Assist with ensuring payroll processes are carried out in an accurate and timely manner
- Complete scheduled inventories, stock and requisition necessary supplies, supporting procedures for portion and waste controls
- Assist Chefs with purchasing appropriate supplies and manage inventories per budget
- Ensure compliance with all local, provincial and federal health regulations, and train employees on the proper handling and temperatures of all food products
- Develop and maintain cleaning schedule to ensure work areas are clean and sanitary and report malfunctions with department equipment
- Conduct training on food knowledge and menu items including ingredients, preparation methods and unique tastes
- Interact with guests to obtain feedback on product quality and service levels
- Effectively responds to and handle guest concerns
- Attend pre and post event rehearsals to understand group needs and participate in weekly forecast meeting to anticipate service and staffing requirements in absence of the Executive Chef and Executive Sous Chef
- 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



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- Other duties as assigned

**Competencies**

- Business acumen and positive mindset
- Communication/logistics management
- Organizational effectiveness
- Results oriented relationship builder
- Independent but collaborative when necessary

**Characteristics**

- High energy, passionate and resilient
- Game changer/high impact team player/unfazed by change or adversity
- Humble and good sense of humour
- Executive maturity, professionalism and presence
- Smart, courageous, leader

**Requirements**

- Red Seal Certificate
- Culinary Management Diploma an asset
- Food Handlers Certified
- First Aid Certified
- 2-3 years' experience required with strong knowledge of kitchen operations
- Passion for Culinary and comprehensive knowledge of fine food, wine and service
- Previous resort experience an asset
- Must possess excellent customer service skills
- Must be computer literate. Preferred candidate will have previous experience with food and beverage software, Microsoft Word and Excel
- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion
- Has the ability to mentor and inspire staff
- Must be a strong leader, while treating the staff with proper respect

**Working Conditions**

- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing up 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



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- Move over sloping, uneven or slippery surfaces

Friday Harbour is an equal opportunity employer committed to hiring a diverse workforce. Friday Harbour is also committed to providing accommodations for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Please contact the Human Resources department with any accommodation requests.