

## **Washington Pavilion Management, Inc.**

### **Leonardo's Café Sous Chef – ver. 01-08-07**

#### **I. Basic Function**

Assists Head Chef with culinary operations for Leonardo's Café and catering services for the Washington Pavilion with an emphasis on quality and excellence.

#### **II. Organizational Relationships**

Responsible to Leonardo's Café Head Chef and Manager.

#### **III. Specific Duties and Responsibilities**

- a. Assists head chef in developing interesting and exciting new menu ideas for daily specials, the lunch menu, and the catering menu that reflect the diversity of our customers.
- b. Prepares food items for daily lunch operations such as soups, salads, and specials as well as items for catering events.
- c. Maintains equipment – proper daily cleaning as well as necessary maintenance.
- d. Responsible for following proper safety and sanitation procedures.
- e. Uses set recipes for menu items that require it to ensure that consistent quality and portion control is maintained.
- f. Assists on the serving line for lunch preparing food, operating the cash register, stocking food, delivering orders to customers, cleaning tables, providing excellent customer service, etc.
- g. Effectively utilizes leftovers and controls waste.
- h. Ensures proper dating, labeling, storing, and rotation of products.
- i. Performs duties for action stations at events.
- j. Participates in all aspects of daily business, as needed. (food preparation, set-up, service, clean-up, and cash management).
- k. Ensure that a high level of customer service is provided in all aspects, including internal customers.
- l. Assumes responsibilities of the Leonardo's Cafe Head Chef in his/her absence.

#### **IV. Other**

- a. Perform any special projects as directed by the Leonardo's Café Head Chef or Manager, as assigned.
- b. Be familiar with all Washington Pavilion programs.
- c. Represent Washington Pavilion Management, Inc. and its program areas in professional and community activities as deemed appropriate.

#### **V. Qualifications**

- a. Minimum 2 years related experience preferred.
- b. Passion for food and the culinary arts.
- c. Ability to adapt to the many changes in the industry and work well under pressure.

- d. Ability to handle and reconcile small sums of money.
- e. Ability to handle multiple projects simultaneously and efficiently.
- f. May require occasional lifting of heavy objects
- g. Ability to work irregular hours, evenings, weekends, and holidays.