

## TC3 BISTRO, LLC

### POSITION TITLE

Sous Chef

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### ORGANIZATIONAL UNIT

TC3 Bistro, LLC.

### REPORTS TO

Executive Chef

### SUMMARY

The Sous Chef is responsible for assisting with all culinary operations, food cost and food production for Coltivare while creating a quality educational environment and maximum profitability of Coltivare. Responsible for assisting with the development of high quality menu options using locally sourced food. The Sous Chef must strive to develop a culture within the kitchen that inspires energy, excitement, and pride, resulting in overall guest loyalty, student success, staff satisfaction and revenue growth. Serves as a mentor for students while sharing the best practices and proper techniques of cooking.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the food production and preparation of food for Coltivare - TC3 Culinary Center. Creates a high quality environment and culture in the kitchen to maximize student success and revenue growth.
2. Assists the Executive Chef with overall direction, scheduling, coordination, and evaluation of the culinary staff. Responsibilities include training employees; planning, assigning, and directing work; appraising performance on a timely basis; rewarding and disciplining employees; addressing complaints and resolving problems.
3. Responsible for assisting with the development of high quality menu options using locally sourced food. Works with the Executive Chef on menu changes and specials. Participates in the evaluation of new recipes and standardizing recipes, products, planning for menus, and improved service delivery.
4. As a member of the management team, carries their self in a professional manner at all times reacting to and making good decisions during service of the restaurant, assessing a situation, and resolving issues with a professional demeanor.
5. Teaches and enforces safety and sanitation standards while meeting the educational mission of Coltivare and the College.
6. Works with Catering and Events Coordinator to maintain adequate food supplies for banquets and special functions at Coltivare Event Space and any other location as needed.
7. Upholds sanitation standards to ensure compliance with all ServeSafe & HAACP guidelines. Maintains cleanliness of kitchen according to the State Inspection guidelines. Ensures that Coltivare is in compliance with occupancy, health and workplace safety criteria.
8. Supports and markets Coltivare through direct interaction with key customers and vendors. Builds relationships with customers and vendors while finding new and interesting local farm products.

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### **ORGANIZATIONAL UNIT**

TC3 Bistro LLC  
Center

### **REPORTS TO**

Executive Chef of Coltivare TC3 Culinary

9. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations.
10. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
11. Performs other related tasks as assigned.

### **MINIMUM QUALIFICATIONS**

Associates degree and 5 years related progressive experience with a minimum of 2 years as a Sous Chef or 10 years of Line Cook experience. Required experience includes responsibility for hiring, training, supervising and evaluating staff.

### **PHYSICAL SKILLS AND ABILITIES**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel food and equipment; reach with hands and arms; talk, hear, taste, and smell. The employee is occasionally required to sit, climb or balance, stoop, kneel or crouch. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include the ability to oversee service throughout the restaurant (peripheral vision and depth perception.).