**Sous Chef**

**SUPERVISOR:** Chef  **EXEMPT (Y/N):** Yes

**CLASSIFICATION:** Non-Key Employee

**SUMMARY:**

Responsible for the quality assurance of all finished products of the venue and the supervision of all food productions ensuring all Jena Choctaw Pines Casino’s specifications and standards are satisfied in the absence of the **Chef** on assigned shift.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Assists the Executive Chef in the daily operations of the kitchen, including menu development, inventory and purchasing of supplies, and cost control.
* Oversees the activities of the kitchen staff and monitors food production and presentation in the absence of the Chef.
* Requires an understanding of federal, state, and local food sanitation regulations. Coordinates and participates in the activities of hiring, training, and managing personnel in the kitchen. May serve as an expeditor when needed.
* Relies on extensive experience and judgment to plan and accomplish goals.
* Performs a variety of culinary tasks.
* Leads and directs the work of others.
* Having an understanding of food costs, food purchasing, menus and developing recipes.
* Coaching and counseling Team Members.
* Training kitchen staff in culinary skills.
* A wide degree of creativity and latitude is expected.
* Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* High School Diploma or GED.
* Must be twenty-one (21) years of age.
* 4-6 years of experience in the field or in a related area.
* Must be able to successfully pass a pre-employment drug/alcohol screen, background investigation, obtain and maintain gaming license.
* Tribal preference.

**TRIBAL PREFERENCE POLICY:**

Members of the Jena Band of Choctaw Tribe shall be given absolute preference with respect to hiring, promotions, training, contracting, and separation from employment.  For persons who meet the minimum qualifications, preferential treatment shall be based on the following criteria and shall be given in the following order:

* Enrolled members of the Jena Band of Choctaw tribe who satisfy the minimum job qualifications
* Spouses of enrolled members of the Jena Band of Choctaw who satisfy the minimum job qualifications
* Enrolled members of other recognized tribes who satisfy the minimum job qualifications
* Military Veterans
* All others who satisfy the minimum job qualifications

**PHYSICAL DEMANDS:**

* While performing the duties of this job, the employee regularly is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
* The employee is required to walk and stand; and stoop, kneel, crouch, or crawl.
* The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

* Work is generally performed indoors in a casino setting where employee may have frequent contact with the public and be exposed to moderate/high noise levels, dirt, dust, unpleasant odors and second-hand smoke.
* Prolonged sitting/standing, walking, and/or extended work hours including swing shifts, evenings, holidays and weekends may be required.

**WORK SCHEDULE AND ACCEPTANCE:**

I understand by accepting this position with Jena Choctaw Pines Casino I attest that I have read and understand the job description and can perform the essential functions for the job for which I am applying.  I understand that I may be scheduled to work any shift, due to the business being open 24/7, 365 days a year.  I understand that the casino is open and operating on all holidays.  I understand that I am expected to work the schedule that is assigned to me weekly or monthly, accepting any changes that are made by my supervisor(s). I understand that I am expected to be on time for any and all shifts, due to the fact I may need to relieve a co-worker~~s~~ and that there may be scheduled events for our guests. I understand as stated in our handbook, penalty points will be charged and accumulated for all absences. I have been made aware that we have a section in our handbook on rules of conduct, which I, as an employee, am required to adhere to.  I have read this statement and agree.

Name: Date:\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date:\_\_\_\_\_\_\_\_\_\_\_\_

Revised 12/2016

Department Director: Date:\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Director: Date:\_\_\_\_\_\_\_\_\_\_\_\_

General Manager: Date:\_\_\_\_\_\_\_\_\_\_\_\_

Gaming Commission: Date:\_\_\_\_\_\_\_\_\_\_\_\_