

## **Pine Mountain Lake Association Job Description**

**Job Title:** Sous Chef  
**Job Code:** 60  
**Employee Name:**  
**Department:** The Grill  
**Location:** The Grill  
**Reports To:** Executive Chef  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 8/4/2025  
**Salary Level:**

### **SUMMARY**

Prepares and assists Executive Chef in coordination with all of The Grill food services for in-house and catering functions, and directs kitchen and wait staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assists in ordering supplies and maintaining inventory control.
- Assists in planning menu, taking advantage of foods in season and availability.
- Directs activities of kitchen and wait staff who assist in preparing and serving meals in the absence of the Executive Chef.
- Prepares food dishes utilizing broiler, grill, deep fryer, and sauté.
- Prepares or directs catering preparation, trays, and service when necessary.
- Presents prepared dishes to patrons when requested.
- Maintains health, safety and sanitation codes and guidelines in kitchen area.
- Performs Executive Chef duties when necessary.
- Regular, punctual attendance is required.
- Must availability to work nights, weekends, and holidays.
- Other duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

- Manages the kitchen staff and is responsible for the overall direction, coordination, and evaluation of this unit.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Culinary Arts Education; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret general restaurant periodicals, health and sanitation procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers and the public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as measurement, weight, and volume. Ability to apply concepts of basic algebra.

**REASONING ABILITY**

Ability to solve practical problem with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

ServSafe Kitchen Manager certification

**OTHER SKILLS AND ABILITIES**

Ability to operate specific kitchen equipment and tools.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; to stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.