



## JOB DESCRIPTION

**Position:** Event Sous Chef  
**Reports To:** Culinary Director  
**Status:** Full time, Salary

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### POSITION OVERVIEW

The primary goal of the Event Sous Chef is to work directly with the Culinary Director & Executive Sous Chef. The Event Sous is responsible for managing the daily operations of the banquet kitchen, including the food preparation and culinary event execution, management of employees, and communication with the rest of the PPHG team. In addition, they oversee the inventory and ordering of food and supplies and ensure that guests are satisfied with their event experience.

### KEY RESPONSIBILITIES:

Ideal Candidates must possess:

- Passion for service excellence
- Ability to work all positions and stations in the kitchen
- At least 2 years experience in Culinary management
- Motivational skills to lead and inspire the FOH & BOH team
- Time management and organizational skills
- Fine dining service knowledge and food knowledge is a must
- Knowledge of food, sustainable seafood, allergies
- ServSafe certified. or will be required to have within 6 months of hire date
- Attention to detail
- Able to provide excellent service in tastings and our clients events
- Ability to develop lasting, positive relationships with guests and staff
- Proficiency in Microsoft Office, Excel, and food costing programs
- Recruiting, training and motivating banquet kitchen staff
- Performing regular stock/inventory par levels and ordering as necessary
- Working directly with distributors and handling deliveries
- Liaison between BOH and the FOH teams
- Will establish a physical presence in the event venue or restaurant and make adjustments to ensure customer service is consistently high
- Have strong interpersonal and communication skills
- Enforce standard sanitation practices; adhere to local and state health code regulations
- Ensure positive guest service in all areas. Respond to complaints, taking any and all appropriate actions to turn dissatisfied guests into return guests.

### REQUIRED SKILLS

- Ability to enforce Patrick Properties standards, policies and procedures with assigned staff
- Self-discipline, takes initiative, leadership qualities
- Pleasant, polite manner and a neat and clean appearance
- Must be able to handle the pressures of simultaneously coordinating a wide range of activities and recommend appropriate solutions to catering issues
- Ability to motivate employees to work as a team to ensure that food and service meet appropriate standards
- Ability to be a clear thinker, analyze and resolve problems, exercising good judgment
- Ability to work cooperatively and professionally with other departments, with respect to the chain of command
- Must possess mature, professional demeanor to interact with staff and guests
- Able to lift at least 50lbs and can be on feet for long periods of time
- Must hold a valid driver's license