



The Sutton Place Hotel

JOB DESCRIPTION

EXECUTIVE SOUS CHEF – THE SUTTON PLACE HOTEL, TORONTO

Takes Direction from: Executive Chef/Director of Food & Beverage

Duties and Responsibilities:

- ◆ Assists in preparing weekly schedules, assigns and supervises the work of the staff
- ◆ Supervises training and cross training of assigned culinary personnel for phases of food preparation.
- ◆ Assists in developing menus, specials and promotions.
- ◆ Reviews and authorizes daily food requisitions.
- ◆ Supervises, participates in assigned food preparation in accordance with standards of quality, quantity, control, taste and presentation.
- ◆ Supervises the banquet dish up and return of food, and serves at banquets.
- ◆ Ensures satisfaction of guest requests for special foods.
- ◆ Inspects deliveries of foods.
- ◆ Supervises the creation of attractive food displays.
- ◆ Checks food for taste, temperature and eye appeal.
- ◆ Attends meetings to ensure coordination of activities.
- ◆ Ensures that assigned areas are kept clean, stocked and well maintained. Works with maintenance department to ensure that all working equipment is in good, safe working order.
- ◆ Ensures safe working environment.
- ◆ Ensures compliance with all departmental policies as well as with Hotel rules, regulations and policies.
- ◆ Conducts monthly inventory count.
- ◆ Ensures that cost control procedures are adhered to.
- ◆ Meets with banquets, catering and stewarding departments to plan food and beverage functions and to determine numbers and arrange buffet set ups.
- ◆ Maintains labour schedule according to forecast.
- ◆ Monitors competitors operations by reviewing other hotels menus.
- ◆ Verifies the number of meals required with banquets and other outlet personnel prior to dish up of food.
- ◆ Ensures correct production count prior to functions.
- ◆ Maintains log book on shift activities.
- ◆ Assist with the completion of payroll information.
- ◆ Performs any other tasks as required by management.

Stewarding: Oversee, manage, supervise and coordinate all activities/responsibilities of the Stewarding department.

We thank all applicants for their interest in The Sutton Place Hotel; however only those selected for an interview will be contacted.

Please Mail, Email, Fax your resume (or Apply On_Line) to:

The Sutton Place Hotel - Toronto

Attention: Human Resources

955 Bay Street, Toronto, Ontario M5S 2A2 FAX: 416-324-5629 Email: careers@suttonplace.com

The Sutton Place Hotel is committed to Employment Equity within the organization and encourages qualified women, Aboriginal persons, persons with disabilities and visible minority group members to apply.