



Spokane Tribal Enterprises
HUMAN RESOURCES DEPARTMENT
P.O. BOX 98 Wellpinit, WA 99040
(509) 458-6578 / FAX (509) 458-6598

JOB ANNOUNCEMENT

Vacancy # OCEO-18-015
Title: Sous Chef
Supervisor: Executive Chef
Location: Two-Rivers Resort
Status: Full-Time/Non-Exempt
Rate of Pay: DOE/DOQ
Opening Date: May 22, 2018
Closing Date: Open Until Filled

SUMMARY

Supervises, coordinates, and participates in activities of cooks and other kitchen personnel engaged in preparing and cooking foods in hotel, restaurant, cafeteria, or other establishment by performing the following duties. Sous Chef is responsible for the preparation of all foods during their assigned shift in accordance with Two Rivers Resort Restaurant specifications and standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(These functions are intended as a general illustration of the work performed in this job classification and are not all inclusive for this position)

- Must adhere to the Spokane Tribal Enterprises Employee Handbook.
- Must adhere to our SMILE service standards by providing excellent customer service. Monitor employees within the department to ensure SMILE service standards are being executed.
- Estimates food consumption, and requisitions or purchases foodstuffs.
- Receives and examines foodstuffs and supplies to ensure quality and quantity meet established standards and specifications.
- Selects and develops recipes based on type of food to be prepared.
- Supervises personnel engaged in preparing, cooking, and serving meats, sauces, vegetables, soups, and other foods.
- Cooks or otherwise prepares food according to recipe.
- Portions cooked foods, or gives instructions to workers as to size of portions and methods of garnishing.

- Carves meats.
- Plans menus.
- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Responsible for listening, evaluating, and handling customer complaints in a way that satisfies the customer.
- Monitors job performance of all restaurant employees and provides feedback to aid in employee development and skill building.
- Follow all recipes and control procedures.
- Responsible for maintaining a clean and sanitary area at all times in full accordance with State Health Regulations.
- Other duties as assigned.

GENERAL CONDITIONS

Must have ability to:

- Communicate effectively with all levels of team members, customers and outside contacts.
- Work effectively in a fast-paced environment.
- Move around all work areas effectively and efficiently
- Able to work periodically under conditions of extreme urgency (creating higher levels of job stress)

JOB QUALIFICATIONS

- Associates' degree from two-year college or culinary school; or minimum of three years' experience or equivalent combination of education and experience.
- Proven knowledge of business administration, engineering, and design.
- Thorough knowledge of general business practices, strategic planning, and organizational development.
- Knowledge of Order processing systems, Inventory software and Contact Management systems.
- Ability to supervise and motivate employees.
- Be self-motivated and able to work without constant supervision.
- Possess great communication skills, both verbal and written, along with the ability to deal effectively with people in multifaceted work environment.
- Be able to work flexible shifts (all days of the week) and hours, holidays, and special events.
- Excellent leadership skills.
- Good math skills.
- Excellent administrative skills.
- Must obtain a food handlers permit with 14 days of hire and keep it current.
- Must obtain an alcohol servers permit.

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 talk or hear. The employee is frequently required to stand for long periods of time. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally safely lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to extreme cold or extreme heat. The noise level in the work environment is usually moderate to loud.

REGULATORY AND COMPLIANCE RESPONSIBILITIES

In addition to the other duties described herein, each and every team member has the following responsibilities related to compliance with laws and regulations:

- Perform the duties described in compliance with local laws and regulations.
- Ensure compliance with the Spokane Tribe of Indians Tribal Employment Rights Ordinance and any/all other applicable tribal codes, laws and/or ordinances.
- Have knowledge of the ordinances, regulations, laws, policies, and procedures relating to the team member's department.
- Takes the appropriate steps to investigate exceptions, fraud, and potential violations and report such instances to the appropriate levels of management.
- Reports any acts of wrongdoing on behalf of any staff member that they have knowledge of.

Applications Are Available at the Spokane Tribal Enterprises Human Resources Department and can also be downloaded at www.spokanetribe.com

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Spokane Tribal Enterprises Reserves the Right to Hire According to Its Indian Preference Policy

All Applicants are Subject to a Pre-Employment Drug Screening and Background Investigation

All Positions with the Spokane Tribal Enterprises are Subject to a 90-Day Orientation Period