



THE H.E. BUTT FAMILY FOUNDATION

Position Profile **Sous Chef, Laity Lodge** **February 2018**

POSITION SUMMARY: To serve Laity Lodge and work alongside the Executive Chef in the planning, organizing, management, and delivery of food services and kitchen operations. To ensure consistent delivery of high-quality, nutritionally balanced, guest-friendly menus in a creative presentation while supporting leadership in the core ministry of HEBFF/Laity Lodge and operating within the budget of the Program.

PROGRAM MISSION: The mission of Laity Lodge is to help people recover a sense of the sacred—God at work in and among us—and experience what it means to be fully human, in the hope that it will lead to personal renewal and the experience of new creation in their family, vocation and community.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Teamwork and Unity, Quality, Stewardship, Service and Hospitality, Trust, Honesty and Truthfulness, and Flexibility and Learning.

ESSENTIAL FUNCTIONS:

Purchasing, Budget, and Inventory Management:

- Collaborate with Executive Chef to understand standards and priorities for Laity Lodge meals
 - Assist in the management of inventories, menus, and food purchases/truck orders per the approved menu plan on a scheduled basis to ensure an accurate/appropriate supply is maintained

Menu and Food Preparation:

- Fill in for the Executive Chef in planning and directing food preparation and service when necessary
- Provide administrative support and assistance with recipes and e-mails
- Support the design and preparation of menus for nutritionally balanced meals, drinks, and snacks
- Provide assistance in managing the preparation of meals ensuring sufficient food based on anticipated number of guests, nutritional value, palatability, popularity, and cost
- Prepare meals for modified diets, gluten-free, and allergy needs
- Ensure meals are served in a timely, attractive, and tasteful manner based on program need and guest feedback
- In the absence of the Executive Chef, investigate and resolve issues or complaints regarding the food or service

Serving & Sanitation:

- Ensure that the kitchens, refrigerators, storage facilities, and food-service areas are maintained in a clean and safe manner in compliance with food management regulations and the Texas Department of State Health Services

- Maintain working knowledge of rules and regulations related to nutritional health and safety in food preparation
- Review food service procedures and operational processes to determine ways to improve the service, performance, and safety of the kitchen staff
- Support the efforts for equipment maintenance and repairs and coordinate a variety of necessary services such as waste removal, recycling, and pest control as needed

Hospitality, Personnel Training, and Team Management:

- Support the Executive Chef in training and supervising kitchen staff and food service staff
- Support collaboration between Executive Chef and Hospitality Manager
- Help to develop and monitor kitchen and food service staff calendars and schedules
- Instruct staff in food preparation, service, and sanitation tasks
- Visit with staff/guests in dining area to assure satisfaction and to obtain feedback
- Support the development of high quality dishes and plates in both design and taste
- Ensure the Laity Lodge kitchens operate in a timely way that meets the quality standards of HEBFF and the Program

QUALIFICATIONS:

- 3-5 years of professional kitchen or catering experience with appropriate education and experience in quality dining
- Associate degree in Culinary Arts is a plus
- Maintain Texas Food Handlers certificate or Safeserv

COMPETENCIES-Knowledge, Skills, and Abilities:

- Understanding of various cooking methods, ingredients, equipment, and kitchen-related procedures
- Excellent record of kitchen and staff management
- Accuracy and speed in handling emergency situations and providing solutions
- Familiar with culinary best practices
- Problem solving capabilities and the ability to thrive in a fast-paced and sometimes high-pressure environment
- Collaborative attitude with an emphasis on excellent guest care

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to talk and hear
- This position is active and requires standing, walking, and bending throughout the day
- Ability to perform physical work for 12+ hours at a time, with appropriate breaks
- Ability to stand and work for 3 to 4 hours straight without a break
- Employee must be able to lift and move items up to 50 pounds

WORK ENVIRONMENT

- Functions primarily indoors in a commercial kitchen environment
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles
- Ability to work varying schedules based on Program needs, including some weekends

For more information or to apply, contact sseverson@hebff.org, or call 713 303 7086.

To download an application visit <https://www.hebff.org>.