



JOB DESCRIPTION

JOB TITLE: Sous Chef

DEPARTMENT: Hotel

LOCATION: Shipboard

REPORTS TO: Senior Executive Chef, Executive Sous Chef, Executive Chef, Chef De Cuisine

The Gig:

The Sous Chef ensures our Sailors have a fantastic dining experience onboard by supervising and managing the entire galley outlet assigned ensuring the smooth operation of all events, food preparations, food cost, presentation and delivery.

Essential Responsibilities:

- Maintain positive Sailor relations at all times.
- Responsible for maintaining and producing high level standards in food quality in the assigned outlet.
- Responsible for the entire operation of their assigned outlet in terms of food safety, creativity, cleanliness, team performance.
- Adheres to and monitors that HACCP and USPH rules and regulations are followed on a daily basis.
- Meets with Executive Sous Chef and/or Chef De Cuisine on a daily basis to review production schedules and internal requisitions for their outlet.
- Monitors portion control and conducts spot checks.
- Carries out inspections and spot checks of storerooms within their outlet.
- Reports any machinery/technical faults to Executive Sous Chef and monitors repair schedule.
- Conducts food tasting on a daily basis in their outlet and corrects any discrepancies with regard to quality, taste and/or appearance.
- Carries out the service line in their assigned outlet including but not limited to the efficiency of service, presentation and plating.
- Communicates with Asst. Food and Beverage Operations Director for any provision related matters.
- Must be familiar with their assigned galley outlet layout in terms of safety and security and ensure members of his team are fully familiar.
- Monitor Work and Rest hours of all members of their team ensuring ILO guidelines are adhered to.
- Assist in the preparation and implementation of work rotas for their outlet team.
- Monitor performance of their team ensuring that they are working to company, HACCP and USPH guidelines.
- Conducts menu explanation to the Restaurant team in their assigned outlet prior to the start of service.
- Inspect cleanliness and condition of assigned station and services areas and rectify any deficiencies.
- Monitors clear down routines after service and ensures the appearance and condition of all items meet Virgin Voyages standards.
- Notifies Executive Sous Chef of any Sailor complaints raised and seeks to resolve.



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- Be familiar with all cruise services/features and activations to respond to Sailor inquiries accurately.
- Responsible for the appearance and cleanliness of their outlet culinary team.

Additional Responsibilities:

- Prepare appraisals for individuals under their remit in accordance with Virgin Voyages policies.
- Attends passenger functions as required by Head of Department.
- Partake in inspections, trainings and meetings as required by Head of Department.
- Ensures that the set standards are kept and staff members work according to their respective job descriptions.

Super Powers Required:

- Minimum 3 years' experience as Sous Chef onboard a Cruise ship or 4/5* hotel/resort.
- Extensive knowledge of food handling procedures with regard to public health standards.
- Demonstrated experience in motivating, leading and engaging a diverse workforce to increase synergy and improve productivity.
- Excellent understanding of food specifications, including but not limited to USDA meat and standards and grading.
- Knowledge of Vessel Sanitation Program regulations and procedures.
- All certificates as required by the STCW code for this position.
- Ability to read, interpret and demonstrate the preparation of recipes.
- Basic knowledge of HACCP rules and regulations.
- Good command of the English Language

Deputies:

- Chef De Partie
- Butcher
- Cook
- Assistant Cook
- Assistant Butcher

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time." The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

I have received a copy of the attached job description. I have read this job description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Company without it being specifically included in the job description. I will be notified of these changes in writing and have the opportunity to ask any questions with my immediate supervisor or Human Resources.



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Employee Name (Print): _____

Employee Signature: _____ Date: _____

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