



**SILVERTIP**  
CANMORE \* ALBERTA

## Outlet Sous Chef

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### Reports To

Executive Chef

### Summary

The Outlet Sous Chef at Silvertip Resort will be responsible for all food production that is required to uphold one of Canada's top resorts. Leading a team of dedicated employees you will ensure Silvertip Resort continues to exceed the memorable culinary experiences for our guests enjoying Rustica, Stoney's, the patio and concessions. Duties include hiring, training, and managing employees, accountability for the daily operations of Rustica, Stoney's, the patio and concessions, food costs, managing the outlet kitchen labour budget, and weekly reporting to the Executive Chef. As an employee at Silvertip Resort you will be responsible for maintaining a health and safe work environment for all fellow employees and our guests.

### Core Competencies

A team-oriented individual who strives to create a memorable guest experience.

An individual who maintains standards and thrives off of accomplishing tasks and achieving goals.

An active listener who has a positive and responsive personality with the ability to make decisions and exercise independent and sound judgment.

An individual who has a lifelong love for nature and is inspired to respect and promote the environment that surrounds you.

An individual that has the belief that all workplace injuries are preventable and will maintain a healthy and safe environment.

A leader who is able to uphold our Mission, Vision and Values and our resort culture within your team.

### Job Duties

- Greet any guests you come across with a smile.
- Keep all equipment and work areas clean and safe and in proper working order at all times.
- Responsible for the production, preparation and presentation of all food items, ensuring highest quality at all times.
- Ensure that all food health sanitation and standards are maintained.
- Assisting the Executive Chef with menu design



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- Create the daily specials.
- Keeps an up-to-date standard recipe file for all Outlet food.
- Manage outlet kitchen supplies and food inventories.
- Ensures the completion of purchasing lists.
- Receive all food inventories including inspecting all perishable food items received for quality.
- Interview and hire all Outlet kitchen employees.
- Complete reference checks.
- Ensure all new hire paperwork is completed as per hiring procedures.
- Train all Outlet kitchen Employees.
- Teach employees proper equipment operation and maintenance procedures.
- With the Executive Chef handle employee discipline as required.
- Create work assignments and daily tasks at the end of each workday to be implemented the following morning.
- Create weekly schedules for Outlet kitchen employees to be approved by the Executive Chef.
- Manage daily Outlet kitchen set up.
- Ensure food preparation for next day operation.
- Work with the Banquet Sous Chef to ensure staff meals are prepared.
- Develop and maintain all Outlet kitchen training programs.
- Actively monitor outlet food, ensuring excellence in food presentations.
- Ensure food is ready to be served in a timely, courteous, and professional manner.
- Listen to customer feedback and ensure that the guests leave satisfied.
- Support employees as necessary.
- Daily labour report entries.
- Liaison between the Outlet team and the Outlet Manager.
- Communicate with the Executive Chef and Banquet Sous Chef on a daily basis.
- Assist the Banquet Sous Chef when necessary.
- Prepare the weekly outlet revenue report.
- Assist the Executive Chef with the preparation of the annual budget.
- Ensure proper recycling procedures are adhered to.
- Report any damage of property to the Building Maintenance Manager.
- Ensure all employees are working within the Occupational Health and Safety guidelines.
- Develop, monitor and ensure completion of all opening and closing procedures in Outlet Areas.
- Take part in any fire or evacuation drills and ensure complete familiarization with all exits, including those normally used by guests, as well as fire escapes.
- Be continually aware of and maintain the highest standards of personal hygiene and dress.
- Attend meetings and training courses as required.
- Any other duties as assigned.

### Requirements

- Must be 18 years of age
- High school diploma or GED required
- Red Seal Certification is an asset
- Food Safe Certification



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- Minimum 4 years kitchen experience
- Previous Kitchen supervision experience required
- Previous fine dining experience is required
- Thorough understanding of all kitchen positions
- First Aid Certificate
- Knowledge of food ordering systems is required
- Able to work in a team environment
- Ability to remain calm and courteous in demanding and difficult situations
- Has a high threshold for heat in a kitchen environment
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Able to effectively communicate both verbally and in writing
- Able to work well under pressure
- Strong attention to detail
- Professional appearance and manners
- Strong work ethic and positive team attitude
- Ability to work flexible hours

### Working Conditions

- Working around dangerous equipment such as fryers, slicers, and grills
- Manual dexterity required to use desktop computer and tablets and peripherals
- Fast paced environment
- Able to stand for extended periods of time
- Overtime as required
- Lifting or moving up to 50lbs