

**Date Open: 1/17/2023**  
**Application Deadline: 1/24/2023**

## PARAGON CASINO RESORT

### Job Description

### BUFFET SOUS CHEF

<b>Department:</b>	<b>Food &amp; Beverage</b>	<b>Reports to:</b>	<b>Buffet Restaurant Manager</b>
<b>Job Code:</b>	<b>SCF01</b>	<b>License:</b>	<b>Non-Gaming</b>
<b>Position Code:</b>	<b>SCF002</b>	<b>Costing:</b>	<b>300 3010 3011</b>
<b>Pay Grade:</b>	<b>E9</b>	<b>Date:</b>	<b>9/16/20</b>
<b>/EEO-1 Code:</b>	<b>1.2</b>		

#### **SUMMARY:**

Responsible for the quality assurance of all finished products of the venue and assisting in the supervision of all food production ensuring that all Paragon Casino Resort specifications and standards are satisfied. Responsible for the flow of operations, monitoring waste, production and utilization of unused products, ensure proper retention and quality control.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assists in the staffing, training, evaluation counseling and coordination of all food production associates.
- Coordinates with the Executive Chef all aspects of food preparation, presentation and proper service procedures.
- Responsible for all back of the house food preparation and kitchen service in the restaurant.
- Ensures all specs in all recipes and food apportionment are met.
- Checks all food for proper consistency, temperature and flavors.
- Inspects kitchen equipment ensuring they are clean and in proper working order.
- Responsible for the proper storage of all food products.
- Reviews prep list, checks daily pars and orders stock.
- Trains associates in the safe operating procedures of all equipment, utensils and machinery.
- Maintains excellent kitchen hygiene conditions at all times.
- Maintains current knowledge of all State Health Department regulations and ensures all conditions and standards are met.
- Assists in the preparation, portioning and garnishment of all foods.

- Participates in departmental and venue meeting, facilitating the flow of pertinent information from management to associates.
- Responsible for all physical aspects of kitchen operations. Supervises and directs work of kitchen staff.
- Maintains food quality and standards. Resolves all food quality complaints.
- Inspects kitchen pantries, serving stations and bakeshops for cleanliness.
- Teaches and disseminates cooking tasks and in preparing hot and cold food.
- Assists in the development and management of the budget and monitors P&L statements.
- Performs other non-gaming duties as assigned.

***Paragon Casino Resort requires all Associates to consistently:***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

**SUPERVISORY RESPONSIBILITIES:**

Assists in the supervision of all Buffet food production associates.

**REQUISITE QUALIFICATIONS:**

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) required. Previous experience in a full-service restaurant or hotel, with progressive supervisory experience preferred.

**Qualifications:** Strong interpersonal and communication skills required. Must be a Culinary Graduate and have creative cooking skills. Must be Serve Safe certified.

**Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or associates of the company.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate 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 Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools, or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Associate is frequently required to lift and/or move up to twenty- five (25) pounds and occasionally required to lift and/or move up to fifty (50) pounds and infrequently lift and./or move up to one hundred (100) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The casino environment is usually smoky.