

SOUS CHEF

THE ASSEMBLAGE NOMAD

COMPANY NAME	THE ASSEMBLAGE	EMPLOYMENT TYPE	FULL-TIME
LOCATION	114 East 25th St	JOB TITLE	Sous Chef
DEPARTMENT	Kitchen	REPORTING STRUCTURE	Chef

Who We Are

The Assemblage is a community providing co-working, co-living, social and event spaces for individuals interested in personal development, transformation, and interconnectedness.

Please peruse the website below to explore our brand and ethos. Ultimately, we are a community, with homes both tangible and cultural. The Assemblage NoMad and The Assemblage John Street are the first physical manifestations of this community, where our members can develop themselves professionally and personally.

We are extremely passionate about our project, our mission and our ethos. We seek candidates who can bring their unique perspective to this distinctive opportunity.

www.theassemblage.com

Kokua Hospitality is a national hotel and resort management company affiliated with The Chartres Lodging Group. With home bases in San Francisco and Chicago, we manage properties throughout Hawaii, Napa, San Francisco, Chicago, Houston, and New York City. The word "kokua" is Hawaiian for "to serve, assist, cooperate and pursue knowledge." Kokua Hospitality manages operations for The Assemblage and is facilitating the creation and development of this unique community.

www.kokuahospitality.com

Sous Chef Mission Statement

The Sous Chef will be responsible for assisting the Chef in planning, organizing and leading Kitchen Department according to company policies and NYS standards. Supporting the management team as needed.

Essential Responsibilities

- Assist in overseeing daily operations of the kitchen, including staff
- Acting as the Chef on Duty as needed, making staffing decisions, scheduling changes, disciplining staff, employee relations, resolving guest and members issues
- Ensuring proper and smooth food service
- Assist with receiving deliveries for stock and inventory
- Placing orders as needed
- Providing professional leadership and direction to kitchen staff
- Ensuring that all recipes, food preparations, and presentations meet Company standards and commitment to quality
- Maintains a safe, orderly and sanitized kitchen
- Leads by example, using proper food-handling techniques
- Trains and guides staff to Company and NYS sanitation guidelines
- Trains staff to Company standards
- Delegates work to staff throughout shift
- Performs other duties as assigned by supervisor/manager
- Managing food cost and developing creative cost saving strategies
- Training and managing all kitchen staff
- Supervising and coordinating culinary activities at the property
- Making food purchases and requisitions
- Standardizing recipe production to consistently ensure the highest quality possible
- Helping to develop and maintain all vendor relations including food, beverage, maintenance, chemicals, and equipment
- Establishing the techniques of food presentation and food quality standards
- Assisting in the planning and pricing of menus as needed
- Ensuring that all kitchen equipment is fully functional and is maintained properly
- Ensuring the kitchen is always safe and sanitary
- Creating all materials and practices necessary to achieve and maintain a DOH letter A grade
- Working with the General Manager to create best practices for all F&B staff
- Presenting the menu to members and engaging with both members and staff for educational purposes
- Other duties as assigned

Knowledge, Education, Skills & Abilities

- A Culinary Degree preferred, but not required.
- Must have 3+ years related experience in food & beverage operations with a proven track record of leading a professional, efficient, high quality, service-oriented operation.
- Food Serve Safe certification
- Knowledge of NYS sanitation regulations
- Must be highly organized, efficient and detail oriented.
- Must have supervisory, coaching and staff development experience.
- Ability to communicate effectively both written and verbal
- This position requires continuous standing, full mobility, lifting and carrying up to 50 pounds, and on occasion up to 70 pounds.

Benefits

- Paid holidays and personal time off (PTO)
- Excellent benefits upon your second month of employment including medical, dental, vision, EAP, and 401K
- Technology and expense reimbursements
- The Assemblage Membership program

Equal Opportunity Statement

The following statement, with respect to Equal Employment Opportunity, confirms and continues our established position: The Assemblage operated by Kokua Hospitality is an equal opportunity employer. Kokua does not discriminate on the basis of race, color, age, sex, religion, ancestry, national origin, mental or physical disability, marital status, military status, sexual orientation, or any other characteristic protected by law.