

Executive Sous Chef

Description

Under the general guidance and supervision of the executive chef and in cooperation with the F&B Manager and within the limits of established the Zen wellness policies. The Executive Sous chef takes full charge and responsibility of all aspects of kitchen operations, especially in the absence of the Executive chef. He coordinates functions and activities with other F&B department heads as assigned.

Responsibilities

- The executive Sous Chef supervises the functions of his assigned kitchen employees, facilities and cost to ensure maximum food and beverage departmental profit is achieved.
- Controls and analyses, on an ongoing basis the following:
 - Operation in line with the Zen Wellness Resort Operation Standard Manual (OSM)
 - Quality levels of receiving, storage, production and presentation of food
 - Cleanliness, sanitation and hygiene
 - Operating cost , payroll, food cost (GOP)
 - Guest satisfaction (GSI)
 - Employee Satisfaction (ESI)
- Ensures optimum performance in all of the above, areas as assigned.
- Establishes and maintains effective employee relations.
- Informs on a daily basis the executive chef of all relevant information in operational and personal matters, including information which does not require the executive chef's action.
- Checks function sheets and sees that all food items for banquet and that special functions are prepared on time and meet quality and quantity standards.
- Ensures that hotel cost and policies and procedures are followed.
- Makes out time schedules and annual leaves in cooperation with the departmental chefs for the executive chef's approval.
- Writes recipe cards and prepares dishes for photography.
- Keeps up to date recipe files properly displayed and daily production lists up to date for the assigned kitchens.
- Trains his staff properly and on a regular basis as well as for the introduction of new employees.
- Ensures adequate supply of raw material by checking stock levels daily and preparing details for requisitions of supplies in cooperation of the assistant executive chef for the executive chef's approval.
- Ensures proper taking of inventory for all food items in his assigned kitchens.
Instructs his/her staff on use and cleaning of all the machinery, equipment and utensils.
- Controls cost by:
 - Maintaining adequate inventory of food
 - Utilizing food surpluses
 - Portion control
 - Keeping wastage to a minimum

Hiring organization

The Zen Wellness Resort

Employment Type

Full-time

Job Location

Aswan Western Agricultural Road,
1252031, New Aswan City, Egypt

Date posted

November 4, 2025

- Makes sure that all inter kitchen transfers are complete, accurate and made on time to be signed by the executive chef.
- Inspects physical on a daily basis all his assigned kitchen area, cold rooms, food store rooms and equipment for cleanliness and hygiene.
- Prepares on a daily basis, food requisitions, butcher meat control lists for the executive chef's approval.
- Trains, guides and evaluates the performances of his assigned kitchen staff.
- Ensures that all machines, furniture, equipment and utensils are clean and in working condition at all times and that the kitchen is always clean and in a safe condition to prevent accidents.
- Performs duties common to all supervisors and the duties as may be assigned by the executive chef.
- Ensures the smooth running of his kitchens during his absence, by designating a responsible person and informing him on all matters of the operation.
- Able to supervise food production and allocate work effectively.
- Able to maintain outstanding Hygiene conditions
- Able to control food stock effectively.
- Able to recommend on staff selection, provide training and report on progress of performance.
- Able to provide reference and ensure compliance with house rules by staff.
- Able to maintain good relation with staff and fellow workers (Team work).

Security, Safety & Health

- Maintains high confidentiality in regards to guest privacy.
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.
- Notifies housekeeper regarding lost and found objects.
- Ensures that all potential and real hazards are reported appropriately immediately.
- Fully understands the hotel's fire, emergency, and bomb procedures.
- Follows emergency procedures to provide for the security and safety of guests and employees.
- Works in a safe manner that does not harm or injure self or others.
- Anticipates possible and probable hazards and conditions and notifies the Manager.
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.

Competencies

- Good command of English and one other language used by majority of staff.
- Five years experience in 5 Star Hotels.
- Good knowledge in Microsoft Excel, Word, Outlook.

Interrelations

Liaises with all departments to ensure smooth operation and develops effective relationships with guests, business partners.