



17 W Adams  
Chicago, IL 60603  
[www.berghoffgroup.com](http://www.berghoffgroup.com)  
312.408.0200

## **Catering Sous Chef – Berghoff Catering & Restaurant Group**

### About Berghoff Catering & Restaurant Group

An iconic Chicago 110-year institution with four generations of family ownership, the Berghoff name is synonymous with quality, tradition and excellence. Taking an authentic, creative and adaptive approach to the complex needs of today's clients, the Berghoff Catering & Restaurant Group provides both on-premise and off-premise catering for corporate, convention, social and private events. The Berghoff Catering & Restaurant Group is also proud to be a preferred caterer at many of Chicago's top venues.

### About the position

Berghoff Catering & Restaurant Group is seeking an experienced chef to join our culinary team. The Sous Chef will oversee the daily operations of one of our catering kitchens and provide professional leadership and direction to kitchen personnel. The Catering Sous Chef will report to the Executive Chef.

#### Management

- Conduct ongoing kitchen training for field kitchen staff
- Interview, manage, schedule, train, and field cooks and field chefs
- Work with executive chef on overall staffing for all food positions
- Develop and maintain sanitation procedures
- Assist with evaluation of kitchen staff and team development
- Work closely with catering sales staff to develop and implement creative new menu items
- Participate in management team meetings and weekly production meetings
- Maintain existing employee procedures and maintain existing paperwork systems
- Enforce dress code and safety procedures
- Act in capacity of restaurant Sous Chefs when they are unavailable (i.e. vacation)

#### Food

- Conceive, test, and develop new menu ideas and maintain targeted food/labor cost
- Develop new food ideas
- Sales team liaison for creativity, specialty client menus etc.
- Team creativity and development
- Maintain food quality and presentation
- Maintain recipes in Eatec
- Create, test and develop recipes that will be entered in Eatec
- Work with team on tastings

## Miscellaneous

- Act as primary dispatcher
- Work special events
- Complete specific projects as needed
- Attend all marketing events

## Qualifications

The successful candidate will possess the following:

- Experience in off-premise catering, including cave cooking
- Minimum of three years in a food prep position
- College or culinary training or extensive cooking and production experience
- Hands on Management experience
- Ability to work in a high energy and demanding environment
- Experience with catering software preferred
- Proficiency with Word, Excel and internet
- Must be able to work evenings and weekends
- Current IL Sanitation Certification preferred
- Proficiency in Spanish preferred

## Additional Job Requirements

Must possess a pleasant personality, and maintain a neat clean appearance. Must be able to communicate effectively in written and spoken English. Must have mental and physical stamina to work quickly for long hours. The job requires the use of hands, arms, and fingers, and the ability to see, hear, and speak. Must be able to lift and carry up to 50lbs on a regular basis and over 50 lbs. occasionally.

## Compensation & Benefits

Salary will be commensurate with experience and include a generous benefits package including daily lunch, PTO, insurance and 401K plan. Pay range is \$40,000 to \$47,000.

## How to Apply

Please e-mail your resume and cover letter to [events@berghoffgroup.com](mailto:events@berghoffgroup.com) and reference your interest in the Catering Sous Chef position. No relocation is available. No phone calls please.

E/O/E