

**Job Title:** Sous Chef

**Reports to:** Executive Chef

**Supervises:** Kitchen staff; line & prep personnel, dish staff

**Summary/Objective:**

Serve as “second-in-command” of the kitchen: assist the Executive Chef in supervising food production for all outlets, banquet events and other functions at the club. Supervise production personnel, assist with food production tasks as needed, and assure that quality and cost standards are constantly attained.

**Job Functions:**

- Prepares or directly supervises kitchen staff responsible for the daily preparation of soups, sauces and “specials” to ensure that methods of cooking, garnishing and portion sizes are as prescribed by standardized recipes
- Assists the Executive Chef with monthly inventories, pricing, cost controls, requisitioning and issuing for food production
- Assumes complete charge of the kitchen in the absence of the Executive Chef
- Assists Executive Chef with supervision and training of employees, sanitation and safety, menu planning and related production activities
- Consistently maintains standards of quality, cost, eye appeal and flavor of foods
- Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability
- Makes recommendations for maintenance, repair and upkeep of the kitchen and its equipment
- Prepares reports and schedules, costs menus, and performs other administrative duties as assigned by the Executive Chef
- Personally works in any station as assigned by the Executive Chef
- Helps plan energy conservation procedures in the kitchen
- Assists in the development of training and the provision of professional development opportunities for all kitchen staff
- Consults with dining service personnel during daily line-ups
- Assists in maintaining security of kitchen including equipment, food and supply inventories
- Assists in food procurement, delivery, storage and issuing of food items
- Expedites food orders during peak service hours
- Supervises, trains and evaluates kitchen personnel
- Coordinates buffet presentations
- Inspects presentation of food items to ensure that quality standards are met
- Reports all member/guest complaints to the Executive Chef and assists in resolving complaints
- Monitors kitchen employees' time cards to ensure compliance with posted schedules
- Submits ideas for future goals, operational improvements, and personnel management to Executive Chef
- Other duties deemed necessary by supervisors

**Prerequisites:**

Must have excellent oral communication, excel within a team dynamic, have strong organizational skills, and exceptional time management. Also, must have outstanding customer service.

**Preferred Experience (not required):**

One year of culinary experience.

**Position Type and Hours of Work:**

This is a full-time salaried position which requires a flexible schedule including weekends and holidays.

**Physical Demands:**

Must be able to lift material that could weigh up to 20 pounds and move material that could weigh up to 50 pounds. Must be able to stand, walk, and work in a fast pace environment which requires you to be on your feet for long periods of time. Must keep personal appearance to a professional standard. Could be exposed to extreme temperatures while cooking in the kitchen or storing goods in the freezer.