



JOB DESCRIPTION

DEPARTMENT: Kitchen

JOB TITLE: Sous Chef

REPORTS TO: Executive Chef and to the Chef De Cuisine

JOB SUMMARY: Assist in the responsibility for the effective operation of the kitchen in regards to food production and service in conjunction with peer managers, subordinates and superiors. Promotes a professional atmosphere that ensures total member satisfaction balanced with fiscal responsibility Oversees food production and food related tasks for banquet functions and private parties. Accountable for all food costs for banquet functions. Supervises production personnel used for banquet events. Works directly with the Executive Chef to manage Restaurant Chefs. Assumes Executive Chef's responsibilities during the EC's absence.

JOB TASKS:

- Effectively assists in day-to-day operations and use of staff resources ensuring that all staff members follow work schedules and break periods.
- Assist and ensuring that all cooks understand daily tasks. Accomplishes necessary job duties in a timely manner and maintains productivity
- Assist and ensuring that staff works and maintains a team-oriented approach at all times
- Assist and ensures absolute quality of product through personal inspection, tasting and ongoing demonstration of cooking methods and procedures
- Assist and communicating in operational needs and expectations on an ongoing basis
- Assists in responsibility for overall cleanliness and sanitation of kitchen areas including reach-in coolers, walk-ins and other areas
- Actively involved in day-to-day production demonstrating a hands-on approach as example to staff
- Assists in planning and assigning work and job tasks to ensure smooth operation of kitchen
- Assist in providing training, supervision and is a positive role model to all employees
- Assist in maintaining the highest quality standards at all times in service operation
- Assist in Demonstrating in a working knowledge of all stations and the ability to assist at any time
- Assist in ensuring proper storage, rotation and timely use of product to avoid waste
- Assist in communicating regularly with staff in terms of daily feedback, operational issues or other information

- Works closely, professionally and courteously with all front-of-house and support staff
- Participates and contributes to required meetings
- Assist in monitoring and regulating overtime as necessary
- Performs any additional duties as required to comply with Employment and Environmental Policies
- Ensures and encourages safety in the workplace
- Reports, investigate and rectifies any workplace hazards or safety conditions
- Ensures any repair or engineering concerns are addressed and remedied
- Ensures all club policies are followed and in place as set forth by employee handbook
- Ensures all club procedures are followed and adhered to Administrative Skills
- Demonstrates sound time management skills
- Demonstrates sound organizational skills
- Ensures proactive approach in regards to product and operational needs Employee Relations
- Establishes and maintains positive employee relations, encourages teamwork among all departments and actively motivates staff
- Has working knowledge of all club policies and procedures, ensuring there consistent application
- Participates in ongoing training efforts of new and current employees
- Assists in employee performance appraisals
- Understands disciplinary procedures and demonstrates the ability to coach and counsel effectively
- Maintains open and clear communication within department and club Member Relations
- Ensures that member food service operations consistently meet or exceed expectations
- Demonstrates and cultivates professional attitude and demeanor toward all club members
- Demonstrates personal responsibility for all member requests or needs

KNOWLEDGE:

- Club experience in leadership role – preferably Sous Chef or Chef de Cuisine at a reputable club with multiple restaurant outlets.
- Systems and solutions orientated.
- Proven business and financial acumen.
- Adheres to state and local health and safety regulations.
- Maintains the highest sanitary conditions.
- Maintains high standards of quality appearance for all food prepared and served.
- Knowledge of and ability to perform required role during emergency situations.

SPECIAL REQUIREMENTS:

- Must be able to work a flexible schedule and/or over time if needed.
- Must be available to work weekends and holidays.
- Must work well with others as a team and help co-workers as needed.
- Must have an outgoing personality.
- Should have an eye for detail.
- Must possess honesty and integrity.
- Must be courteous and tactful at all times.
- Must be innovative and look for areas that need improvement.

- Must treat others with kindness and respect at all times.
- Perform other duties as required.

PHYSICAL FUNCTIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee 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 employee is occasionally required to stand, walk, climb stairs, balance, stoop, kneel, crouch, crawl and/or sit up to 10 hours per day.
- Use hands to finger, handle, or feel objects, tools and/or controls.
- Reach with hands and arms.
- Hearing and talking sufficient enough to communicate with members, guests, and co-workers.
- Specific vision abilities include close vision, vision sufficient enough to read, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to push, pull or lift up to 50lbs.
- Independent mobility through out the Clubhouse

Please email your resume to Executive Chef Chris Gesualdi at cgesualdi@icloud.com.