



495 Stuyvesant Avenue, Rye, New York 10580

[Justin@coveleighclub.com](mailto:Justin@coveleighclub.com) Executive Chef

## **Executive Sous Chef Job Description**

Position Title: Executive Sous Chef

Department: Culinary

Reports To: Executive Chef

Classification: Full-Time / Exempt

### **Position Overview**

The Executive Sous Chef is the second-in-command of all culinary operations at Coveleigh Club and plays a critical leadership role in delivering an exceptional member dining experience. This position works closely with the Executive Chef to oversee menu execution, kitchen leadership, culinary standards, production systems, and operational efficiency across all club outlets—à la carte dining, banquets, poolside service, and special events.

The Executive Sous Chef acts with full authority in the absence of the Executive Chef and ensures that the culinary team consistently performs at the highest level of quality, professionalism, and service.

### **Essential Duties & Responsibilities**

#### **Culinary Leadership & Execution**

- Lead daily kitchen operations and supervise all culinary production.
- Ensure all dishes are prepared to Coveleigh Club quality standards for flavor, presentation, and consistency.
- Assist the Executive Chef with seasonal menu development, specials, and banquet offerings.
- Oversee culinary execution for high-volume events, holidays, and club functions.
- Work hands-on on the line during peak dining periods to maintain service excellence.

#### **Team Management & Development**

- Direct, train, and mentor sous chefs, line cooks, prep cooks, and stewards.
- Lead kitchen meetings, staff training sessions, and culinary development initiatives.
- Assist with hiring, onboarding, performance evaluations, and disciplinary procedures.
- Build a positive, professional, and team-focused kitchen culture.

## **Operational Oversight**

- Manage daily kitchen workflow, station organization, and service readiness.
- Oversee inventory, purchasing, product rotation, and waste control.
- Ensure proper receiving and storage procedures for all ingredients.
- Maintain kitchen equipment, coordinate repairs, and track maintenance needs.
- Support cost controls and work within budgeted food and labor targets.

## **Banquets, Events, and Member Functions**

- Work directly with the Executive Chef and Events team to plan and execute weddings, galas, club traditions, and private events.
- Oversee banquet prep, staffing, and plating logistics.
- Guarantee seamless timing and coordination with the front-of-house team.

## **Safety, Sanitation & Compliance**

- Enforce all food safety and sanitation protocols (HACCP, ServSafe standards).
- Maintain a clean, organized, and compliant kitchen environment.
- Ensure staff adhere to club policies, health department regulations, and OSHA guidelines.
- Promote a safe workplace and lead by example.

## **Qualifications**

- 5–7 years of progressive culinary leadership experience, including supervisory roles.
- Strong background in high-volume à la carte and banquet operations; private club or upscale hotel experience strongly preferred.
- Exceptional leadership, communication, organizational, and problem-solving skills.
- Mastery of culinary fundamentals, production systems, and modern cooking techniques.
- Proficiency in inventory management, cost control, and labor oversight.
- ServSafe Manager certification (or obtained shortly after hire).
- Flexible availability: nights, weekends, holidays, and peak seasonal demands.

## **Preferred Personal Attributes**

- Passion for hospitality and service-driven cooking.
- Calm, composed, and effective under pressure.
- Strong commitment to quality, consistency, and member satisfaction.
- Creative mindset balanced with operational discipline.
- High integrity, professionalism, and a team-first attitude.

**Please forward resume and cover letter to Chef Justin at [Justin@coveleighclub.com](mailto:Justin@coveleighclub.com).**