



## MANURSING ISLAND CLUB

### **Executive Sous Chef**

The Executive Sous Chef is responsible for assisting the Executive Chef in the operation of the Culinary Department, thereby contributing to the overall continued growth and prosperity of Manursing Island Club's food & beverage service operations. He or she reports directly to the Executive Chef and supervises the Culinary Team in the day-to-day food preparations and set-up for functions and member dining.

#### **Major Duties:**

- Actively participate in ensuring that the membership receives only the highest quality of product and service.
- Advise all employees of their daily duties, assist when necessary, and ensure that the daily tasks are conducted safely, and with proper technique.
- Assist the Executive Chef in the coordination of all food production operations of the club.
- Responsible for the check-in of daily and weekly groceries while making certain that all food items are rotated properly.
- Confirm that staff meals are prepared and served on a daily basis at specified times.
- Maintain professional appearance, pleasant disposition, and a personal code of ethics.
- Practice and teach methods of preparation and service with proper sanitation techniques to all Food & Beverage team members.
- Support the Executive Chef in re-evaluating existing food concepts and menu development in order to certify that a sense of creativity and uniqueness is maintained.
- Performance of special projects as requested by the Executive Chef.
- Participate in ordering food and paper products, while monitoring the projected monthly budget.
- Aid in developing a "Team-Oriented" environment, with the common goal of building and strengthening personal skills in collaboration with one another towards a mutual vision of providing only the best for our membership.

Full-time position, salary competitive and commensurate with experience. Health benefits, 401k, Paid Time Off.

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