



**Job title:** Sous Chef

**Number of openings:** 1

**Location:** Lake House

**Duration of job:** Full-time, Year-round

**Starting date:** asap

**Days worked:** 5

**Weekend work:** Yes

**Supervisor:** Executive Chef

**Pay Range:** \$45,000-\$55,000

Benefits: Medical, Dental, Vision, Life, AD&D, Long-Term Disability Insurance Group Plans; 401k plan; Recreation benefit; Holiday bonus; Shift Meals; Educational Scholarships, Retail and Dining Discounts, Golf and Lake Privileges.

### **POSITION SUMMARY:**

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

### **PRIMARY DUTIES:**

1. 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
2. Assists the Executive Chef with monthly inventories, pricing, cost controls, requisitioning and issuing for food production
3. Assumes complete charge of the kitchen in the absence of the Executive Chef
4. Assists Executive Chef with supervision and training of employees, sanitation and safety, menu planning and related production activities
5. Cultivates and maintains a positive work environment for fellow employees
6. Consistently maintains standards of quality, cost, eye appeal and flavor of foods
7. Makes recommendations for maintenance, repair and upkeep of the kitchen and its equipment
8. Prepares reports and schedules, costs menus, and performs other administrative duties as assigned by the Executive Chef
9. Personally works in any station as assigned by the Executive Chef
10. Must work clean and organized.
11. Assists in the development of training and the opportunity for professional development for all kitchen staff.
12. Consults with dining service personnel during daily line-ups
13. Assists in maintaining security of kitchen including equipment. Food and supply inventories
14. Assists in food procurement, delivery, storage and issuing of food items
15. Expedites food orders during peak service hours by working on the line
16. Supervises, trains and evaluates kitchen personnel
17. Coordinates buffet presentations
18. Checks mise en place before service time and inspects presentation of food items to insure that quality and consistency standards are met
19. Reports all member/guest complaints to the Executive Chef and assists in resolving complaints
20. Submits ideas for future goals, operational improvements, and personnel management to Executive Chef
21. Continues to develop skills for kitchen management

22. Undertakes special projects as assigned by the Executive Chef or Director of Food & Beverage
23. Must be able to work in fast paced environment without sacrificing the food quality and complete tickets in a reasonable amount of time.
24. Knows the location and has understanding of MSDS book.
25. Understands and practices safety when using and storing chemicals.
26. Assists all areas when needed, including stewarding and FOH.
27. Understands and practices FIFO (First In First Out) product rotation.
28. Assists Stewarding in end of day cleaning (trash, mopping, dishes, etc.)

#### **SUPERVISORY DUTIES:**

Line cooks, Dishwashers

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. A solid understanding and working knowledge of current trends, techniques and ingredients
2. Proper knife, sanitation, preparation, expediting, co-worker relation skills per the Executive Chef.
3. Knowledge of kitchen equipment and kitchen safety issues
4. High school diploma, equivalency degree or related experience required.
5. 2 years experience in a fine dining restaurant

#### **LANGUAGE SKILLS:**

Fluent in English with good communication skills.

#### **WORKING CONDITIONS:**

A. EQUIPMENT DIRECTLY USED: (This list is not meant to be all inclusive)

Computer, oven, flat top, burners, cold rails, pannini grill, dish machine, freezer, refrigerator, hot boxes, robo coupe, slicer, blender.

B. WORKING ENVIRONMENTAL/PHYSICAL ACTIVITIES:

Work efficiently and quickly in small kitchen. Perform duties at off site locations and prepare food in temporary locations. Must be able to lift up to 50lbs