



1923

## Executive Sous Chef

**Reports to:** Executive Chef

**Supervises:** Sauce Cook; Fry Cook; Line Prep Cook; Breakfast Cook; Garde Manger Chef; Broiler Cook; Assistant Cook; Sauté Cook; Dishwashers.

### Education and/or Experience

- A degree from post-secondary culinary arts program.
- Three years in a food preparation position encompassing all phases of food preparation and kitchen operation is required.

### Job Knowledge, Core Competencies and Expectations

- Must be familiar with and have worked with all kitchen equipment.
- Awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.
- Knowledge of food handling and preparation principles and procedures for all foods produced and served in the club.
- Ability to effectively supervise all kitchen food production employees in absence of Executive Chef.
- Knowledge of and ability to perform required role during emergency situations.
- Knowledge of food cost control and labor control.

### Job Summary (Essential Functions)

Serve as “second-in-command” of the kitchen. Assist 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.

### Job Tasks/Duties

- 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-sizing are as prescribed by club’s standard recipes.
- Assists the Executive Chef with monthly inventories, pricing, cost controls, requisitioning and issuing for food production.
- Conducts daily raw cost tracking counts to ensure that all items are accounted for.
- Codes all invoices to the proper account and sends signed copies to Accounting for payment.
- 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, presentation 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, arranges employee schedules and 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 Executive Chef with the administration of kitchen personnel benefits (vacation, holidays, etc.).

- Consults with dining service personnel during daily line-ups.
- Assists in maintaining security of kitchen, including equipment and 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.
- Checks *mise en place* before service time and inspects presentation of food items to ensure that quality standards are met.
- Reports all member and guest complaints to the 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.
- Understands and consistently follows proper sanitation practices including those for personal hygiene.
- Attends staff meetings.
- Performs other appropriate tasks assigned by the Executive Chef.
- Assist with food inventory.

#### **Licenses and Special Requirements**

- Food safety certification (preferred)
- Certification from American Culinary Federation or other hospitality association.

#### **Physical Demands and Work Environment**

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.
- May be scheduled nights, weekends, holidays, etc. and may work indoors or outdoors in a variety of weather conditions; working with wet/slippery floors, sharp objects, fumes and electrical equipment.

#### **Resumes**

This position is available immediately. Submit a resume and cover letter electronically to Hugh Moran, Executive Chef, [hmoran@cvgc.org](mailto:hmoran@cvgc.org). No telephone calls please. Resumes will be kept strictly confidential.

