



## Sous Chef-Job Description

### GENERAL SUMMARY

Under the direction of the Kitchen Manager, the Sous Chef is responsible for the creation and implementation of culinary activities within the kitchen. This position will create and produce quality product and services while maintaining profitability and overall success of kitchen services. The Sous Chef manages related kitchen staff, manages expense and asset control, and customer service standards. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### PRIMARY JOB FUNCTIONS

Kitchen Management • Organize and maintain kitchen equipment and supplies • Research and recommend new equipment as beneficial to facilities • Inventory and order food product, as well as assist with sourcing • Create and produce quality product and services while maintaining profitability and overall success of Café and banquet Food Handling, Preparation and Presentation • Assist with menu creation and ensure that culinary staff is carefully following standard recipes while preparing assigned food items for service • Ensure quality of food presentation; check front line food preparation area for completeness prior to service • Active participation in line production; rotate as expeditor and kitchen station, as necessary • Rotate and store all food product to ensure quality and freshness Sanitation and Safety • Operates food production equipment according to manufacturers' instructions • Consistently uses safe and sanitary food handling practices, including HACCP guidelines • Ensure proper safety and sanitation to ensure food and safety compliance • Daily walk through of kitchen to ensure a clean, organized, safe and well-maintained facility • Promote the company's safety goals and actively work towards ensuring a safe working environment Employee Supervision • Supervise and train kitchen staff in accordance with company policies and directives • Conduct weekly departmental and divisional meetings to provide goals and operational feedback • Responsible for the implementation of company policies and procedures • Process, review and submit payroll for those supervised directly by the Sous Chef • Ensured all supervised staff have current food safety certification and that copies of certificates are on file readily available • Monitor uniform adherence of all supervised staff Financial Accountability • Accurately and timely submit vendor and department invoices for payment Communication Relationships • Effectively and professionally interacts and communicates with management, other Associates, members, guests and vendors. • Promote harmonious relations among staff, members, guests, vendors, and the community at-large. • Communicate timely and follow up, as appropriate. • Active participation in required events, required programs, required meetings and required trainings. • Represent the club in a professional manner through image, dress, communication, and immediate follow through and response Corporate Goals Objectives • Ensure compliance with company policies and procedures • Ensure the TBCC mission and club brand is upheld in all aspects of kitchen operations • Actively further corporate objectives and continuously support improvement and positive change, which may include participating

on corporate designated committees to improve the company and business operations • Make professional development a consistent priority

**OTHER JOB FUNCTIONS** • Flexibility in work schedule, as job may require day and evening shifts, weekends and holidays

**MINIMUM QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each primary job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SKILLS KNOWLEDGE** • **Cooking** - Advanced knowledge of all basic skills for butchering, sauces, soups, cooking of meat, fish and vegetables; advanced knife skills required; advanced knowledge of menu preparation and food costing. • **Policies** - Knowledge of federal, state and local laws, government regulations and agency rules that pertain to property managed. • **Management of Personnel Resources** - Knowledge of principles and procedures for legally identifying the best people for the job, hiring, motivating, developing and directing people as they work. • **Management of Financial Resources** - Basic knowledge of economic principles and practices for maintaining a realistic budget, understanding financial reports and the ability to use mathematics to solve problems. • **Problem Anticipation/ Deductive Reasoning** - Ability to tell when something is wrong or is likely to go wrong and then apply general rules to specific problems to produce answers that make sense. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems and considers the relative costs and benefits of potential actions to choose the most appropriate one. • **Written Comprehension and Expression** - Ability to read, understand and communicate information and ideas in writing so others will understand. • **Oral Comprehension and Expression** - Ability to understand and communicate so others can understand ideas and information. • **Computer** - Ability to develop and maintain computer records in MS Office programs such as Word, Excel, Outlook and other software. Ability to utilize food beverage software programs.

**EXPERIENCE** • Minimum 2 years' experience in a high volume food and beverage operation using similar cooking techniques • Minimum 2 years' experience in supervisory role and staff development

**EDUCATION** • Food safety certified • Culinary certification preferred

#### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.. • The environment of the position is indoors. It is necessary for the position to adapt to frequent changes in condition as it may include: extreme heat when working with steam, hot water and/or deep fryer, to extreme cold when accessing the walk-in freezer. • Sitting and standing is as needed. • The repetitive use of the hands and arms is required to finger, handle, feel and reach. • It is necessary for the position to walk, stoop, kneel, crouch, crawl, taste and smell. • Position must frequently lift and/or move up to 60 pounds. • Specific vision abilities include: close and distance vision, and the ability to adjust visual focus.

**JOB DESCRIPTION REVISION** This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

Salary: Commensurate with experience