

**I. Position**

Sous Chef (2.5)

**II. Related Titles**

Assistant Chef; Cook; Chef's Assistant

**III. Job Summary**

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.

**IV. Job Tasks (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. Consistently maintains standards of quality, cost, eye appeal and flavor of foods
6. Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability
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. Helps plan energy conservation procedures in the kitchen
11. Assists in the development of training and the provision of professional development opportunities 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
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 standards are met
19. Reports all member/guest complaints to the Chef and assists in resolving complaints
20. Monitors kitchen employees' time cards to ensure compliance with posted schedules
21. Submits ideas for future goals, operational improvements, and personnel management to Executive Chef

**V. Reports to**

Executive Chef

**VI. Supervises**

Sauce Cook; Fry Cook; Line Prep Cook; Breakfast Cook; Garde Manger; Butcher; Broiler Cook; Assistant Cook; Saute Cook; Salad Preparation Assistant