



**ST. ANDREW'S
EAST**



EXECUTIVE SOUS CHEF

**JOB POSTING
&
DESCRIPTION**

EXECUTIVE SOUS CHEF

DEPARTMENT:

Food and Beverage Department

REPORTS TO:

Executive Chef

GENERAL DUTIES AND DESCRIPTION:

Supports and assists the Executive Chef and Executive Sous Chef in managing the day-to-day operations for the Food and Beverage BOH department.

ESSENTIAL DUTIES:

- Ensures proper preparation of menu items.
- Inspects, selects, and uses only the freshest fruits, vegetables, meats, fish, and other food products in order to maintain the highest standard in the preparation of all menu items.
- Writes, maintains, and updates all menu specifications, recipes and pictures, and production forecasts.
- Observes production flow and make adjustments in order to adhere to control procedures for cost and quality.
- Ensures proper receiving, storage (including temperature setting) and rotation of food products in compliance with health department regulations, including coverage, labeling, dating, and placing items in proper containers.
- Monitor that all equipment in the kitchen is clean and in proper working condition. Identifies need for repairs and ensures that repairs are made in a timely manner.
- Assists with interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
- Assures that effective orientation and training are given to each new associate. Assists with developing ongoing training programs.
- Monitors business volume forecast and plans accordingly in areas of manpower, productivity, costs, and other expenses.
- Incorporates safe work practices in job performance.
- Assist with managing department team members that may include, but is not limited to:
 - Line and Prep Cooks
 - Dishwashers
- Other duties as assigned.

EXECUTIVE SOUS CHEF

EDUCATION:

Associate degree (AA); or six months to one-year related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS:

Frequently stands, walks, talks, hears, tastes, smells, uses hands, reaches with hands and arms. Occasionally stoops, kneels, crouches or crawls. Frequently lifts up to 25 pounds and occasionally lifts up to 100 pounds.

ENVIRONMENT/NOISE:

Occasionally works in wet or humid conditions (non-weather). Regularly works in extreme cold and heat (non-weather). Occasionally works near moving mechanical parts, toxic or caustic chemicals, and in outdoor weather conditions. Noise level is moderate.

QUALIFICATIONS:

- Smart Serve
- Food Handlers Certificate
- Superior food knowledge and creativity is important.
- Must have an engaging, outgoing, and positive personality and attitude.
- Detail oriented with strong organizational skills, with the ability to effectively manage multiple deadlines and tasks concurrently.
- Previous Golf Club or Resort experience is an asset.
- Possess excellent verbal & written communication skills.
- Knowledge of Microsoft applications and working knowledge of a POS system.
- The ability to read and speak English may be required in order to perform the duties of the job (e.g. team members will be required to communicate with English speaking customers or co-workers and the safety and procedural manuals for the equipment and the team members are generally in English).

SALARY DETAILS:

The Club will offer an attractive compensation package, commensurate with experience, which will include a competitive base salary, monthly performance incentives, and year end performance bonus.

ACCOMMODATIONS:

St. Andrew's East is an equal opportunity employer committed to providing an inclusive workplace. Please contact steve@standrewseast.com if a workplace accommodation is needed throughout the selection process. Thank you for your interest in St. Andrew's East.