



## MINNEAPOLIS CLUB

### JOB DESCRIPTION

**JOB TITLE:** Sous Chef  
**DEPARTMENT:** Kitchen  
**REPORTS TO:** Executive Chef  
**DATE CREATED:** February 2020  
**FLSA STATUS:** Exempt

#### JOB SUMMARY

The Sous Chef is Responsible for the day-to-day operation of the kitchen. Responsibilities include overseeing the Main Kitchen, Banquet, Garde Manger and Pastry operations, as well as delegating tasks and duties to all supervisors and cooks in the food service departments. The Sous Chef works in conjunction with the Executive Chef to set goals and budgets for the year and is instrumental in achieving food service goals and budgets. This position is accountable for food and labor costs, Daily menu planning, requisitions of needed food items, inspects portioning and garnishing of foods, supervises and assists cooks in preparing, cooking, and serving meats, sauces, vegetables, soups and cold foods and expedites line during lunch and dinner service. The Sous Chef supervises the preparation and service of banquets and receptions.

#### 1. Member/Team Relations

- Put members first - go above and beyond their expectations to satisfy their needs and provide the highest quality service.
- Always convey a professional attitude and demeanor towards club and team members.
- Always treat club and team members with the utmost respect and dignity.
- Be sincere and hospitable in all dealings with members.
- Take personal responsibility for all member requests.
- Always maintain a positive attitude and look for positive outcomes in all opportunities.

#### 2. Personnel

- Establish and maintain positive employee relations, encourage teamwork among all departments and actively participate in motivating the staff.
- Have working knowledge of club operating procedures, legal issues that affect personnel and third party representation policies.
- Effectively interview, orient and train employees in the food service department.
- Assist with hiring and terminating of employees in the food service department.
- Participate in and conduct meetings effectively.
- Proactively identify employee needs and respond to them on a timely basis.
- Know disciplinary procedures and demonstrate the ability to coach and counsel effectively.
- Appropriately delegate responsibility and authority.

#### 3. Communication

- Maintain open channels of communication and be receptive to all departments and staff members.
- Write effectively and concisely.
- Convey oral messages clearly and concisely.
- Actively participate in all meetings.
- Ensure that the information needed to proficiently operate the club is disseminated and understood.
- Must maintain a positive attitude and be willing to support all programs and initiatives that have been communicated from the management team of the Club.

#### **4. Planning, Organization and Administration**

- Exhibit sound time management and organizational skills.
- Ensure the supplies needed to operate are properly stocked.
- Maintain an organized and clean work station that is member ready.

#### **5. Employment Policies/Safe Work Environment**

- Report all accidents to your supervisor immediately.
- Take pride in the club - report all damage or vandalism to club property.
- Report all safety hazards to your supervisor.
- Follow all club policies and procedures as outlined in the handbook.
- Follow all departmental rules communicated by your supervisor.

#### **6. Essential Job Functions**

- Manages payroll and all paperwork necessary for new employees and terminations.
- Responsible for weekly labor costs.
- Writes weekly schedules adhering to set labor guidelines without sacrificing quality of product or service. Submits Overtime to Executive Chef for approval
- Communicates with Executive Chef and kitchen employees on a daily basis and updates them on day-to-day operation.
- Has effective communication with the respective Maitre d' and Hostess or Banquet Captains.
- Communicates with assistant managers, banquet manager, banquet captains and servers on an on going basis to ensure all banquet functions receive the highest quality food items and service in a timely manner.
- Oversees the taking of daily inventories of sauces, stocks, bases, dressings, etc. Establishes based on inventory and business forecast, daily production and assigns production to subordinates by using their capabilities most effectively.
- Manages food production to ensure the highest quality preparation and presentation on a consistent basis.
- Checks readiness of line prior to service. Expedites during meal period to ensure consistency of food quality, eye appeal, portion size, presentation and flavor of foods. Makes sure production of food takes place in a timely fashion.
- Adheres to established food cost and labor goals; taking corrective actions to ensure financial goals are attained.
- Attends management meetings and holds kitchen meetings and seminars.
- Conducts meetings with subordinates to ensure consistency of product, highest level of sanitation and hygiene in kitchen is met.
- Delegate's responsibility and authority to subordinates for specific tasks and follows up. Provides clear and complete instruction, states expectations precisely and uses subordinates capabilities most effectively.
- Evaluates subordinates and apprentices on an on going basis and takes corrective actions accordingly.
- Reports any equipment deficiencies to maintenance or contacts the Executive Chef if of severe nature.
- Prepares Performance Evaluations of all non-salaried kitchen staff with the Executive Chef.
- Responsible for daily and weekly inventories and ordering.
- Maintains established purchasing specifications to insure the highest quality product possible.
- Completes assigned tasks given by the Executive Chef in an accurate and timely fashion.
- Is sensitive to member and guest requests and tries to accommodate any reasonable special request.
- Works in conjunction with the Purchasing Department to ensure all items received are of the highest quality product possible.
- Prepares reports and performs administrative duties as assigned by the Executive Chef.
- Writes, costs and implements menus in conjunction with the Executive Chef, according to established cooking philosophies.
- Initiates, builds, prepares, implements and changes on an ongoing basis station booklets, recipes, guidelines and standards for all food served.
- Presents him/herself in the most professional manner at all times showing his/her leadership and self control and works towards a common goal within the food and beverage operation
- Maintains a complete day-to-day knowledge of menus, preparation and presentation.
- Manages dating, labeling and covering in walk in coolers and freezers.

- Maintains safety and security in workstation.
- Performs material handling tasks, which may require bending, stooping and lifting at least 50 pounds of weight.
- Other duties as assigned.

## 7. Job Qualifications

- Good attitude
- Highly motivated
- Excellent communication skills
- High School diploma or equivalent
- Graduate of a culinary school or apprenticeship program
- Minimum 7 years experience with at least 2 years as Banquet Chef and 2 in Ala Carte
- At least on year of line supervision and kitchen manager experience
- Able to be certified as Certified Sous Chef or higher

## 8. Scope of Responsibility

Knows the formal and informal departmental goals, standards, policies and procedure including some familiarity of other departments within the club. Is sensitive to the interrelationship of both people and functions within the various departments of the club.

## 9. Physical Requirements

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle or feel. The employee is required to reach with hands and arms; talk and hear; taste and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The ability to multi-task and complete tasks in an accurate and timely manner.

## 10. Reporting Relationships

- Directly Supervises: Head Baker, Ware Washers, Other Cooks and Pantry Person.

**This job description indicates, in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this job description changes the at-will employment relationship existing between the Minneapolis Club and its employees.**

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Employee Signature

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Date

Interested individuals should send their cover letter and resume to Hakan Lundberg at [hakanl@mplsclub.org](mailto:hakanl@mplsclub.org)