



Culinary Department
Job Description – PM line Sous Chef

Position Reports To: General manager, Executive Chef, Chef de cuisine, Executive sous-chef, Food and Beverage manager.

Subordinate Staff: Lead Cooks, Line Cooks & Stewards

Basic Functions:

Responsible for the daily operations of the PM line of the Kitchen, and provides professional leadership and direction to the Kitchen personnel. Work with Executive Chef, Chef de cuisine, Executive sous-chef to ensure that all recipes, food preparations and presentations meet the Executive Chef's specifications and commitment to quality. Maintains a safe, orderly and sanitized kitchen. Demonstrates this by example and always uses proper food handling techniques.

Essential Functions:

1. Manages food production for Grill and DR including menu planning, personnel supervision.
2. Potential help with Snack bar and Pub.
3. Helps with creating menu changes and provides descriptions to FOH staff and recipe to culinary team.
4. Establishes and adheres to food cost goals; takes corrective action to ensure that financial goals are attained.
5. Must be mindful of food prep to avoid waste or to run out of prepared food.
6. Verifies that kitchen staff follows all recipes and portion sizes.
7. Keeps kitchen, dish, and storage areas clean and organized; Especially dedicated banquet refrigerators.
8. Places food and supply orders as directed.
9. Assists in ordering food.
10. Assists in the hiring, orientating, and training of employees to Club standards.
11. Assists/relieves other sous chef whenever reduced restaurant business volume allows.
12. Sets excellent customer service and work examples.
13. Actively participates as a member of the management team.
14. Manages staffing levels to business demands.
15. Oversees kitchen labor of the PM line cook team and the PM dishwasher crew– Make weekly schedule of banquet chef's department.
16. Performs additional responsibilities, although not detailed here, as requested by the Chef at any time.

Knowledge

1. Culinary degree or a minimum of 5 years extensive cooking and production experience in a high-volume professional kitchen.
2. Experiences in fine dining always a plus.

Skills/Aptitudes

1. English language and professional communications skills are required.
2. Spanish language optional but always a plus.
3. Ability to take direction.
4. Ability to work in a team environment
5. Ability to work calmly and effectively under pressure.
6. Willingness to want to continue learning about new technique and new ethnic cooking.

Working Conditions

1. This position will spend 100% of the time standing.
2. Occasional exposure to cold, heat and water.
3. Must be able to transport up to 50 pounds on occasion and 35 pounds regularly.
4. Must be able to speak, read, and understand basic kitchen directives.

eMail resume & cover letter to Meg Young at myoung@theminikahdaclub.com