Executive Sous Chef
Position Description

Position Title: Executive Sous Chef

Reports to: Executive Chef

Position Summary: The Executive Sous Chef works closely with Executive Chef on all kitchen operations. Responsibilities include supervising production of banquets, food outlets and the culinary team, and seasonal menu creation in a high volume, scratch banquet and restaurant environment. The ESC is responsible for supporting a culture of growth and development with a strong focus on quality and financials.

Essential Functions:

Production

- Leads the kitchen in the absence of the Executive Chef
- Systematically execute the preparation and execution of member and banquet events
- Works closely with the Executive Chef on the supervision and training of employees, sanitation and safety, menu planning and related production activities
- Schedules culinary team based on business and operational needs
- Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability
- Expedites food orders during peak service hours and assists on stations when necessary
- Consistently maintains standards of quality, cost, presentation and flavor of foods

Training

- Supervises, trains and evaluates kitchen personnel
- Assists the development of training and the provision of professional development opportunities for all kitchen staff
- Checks mise en place before service and inspects presentation of food items to ensure that quality standards are met
- Trains and monitors hygiene and sanitation practices of the culinary operation
- Works with Culinary and Stewarding teams to improve skills and productivity

Financial

- Prepares reports and schedules, costs menus, and performs other administrative duties as assigned by the Executive Chef
- Collaborates with the Executive Chef on monthly inventories, pricing, cost controls requisitioning and issuing for food production
- Makes recommendations for maintenance, repair and upkeep of the kitchen and its equipment
- Monitors kitchen employees' timecards to ensure compliance with posted schedules
- Assists in maintaining security of kitchen including equipment, food and supply inventories
- Assists in food procurement, delivery, storage and issuing of food items

Culture

- Reports all member/guest/employee incidents or accidents or complaints to proper members of management team and helps in resolving issues
- Work with Executive Chef on future goals, operational movements and personnel management as the relate to Culinary
- Assist in creating a culture of learning, growth and pride
- Performs all other duties as assigned by employer

Qualifications and Skills:

Education: Culinary Arts degree preferred

Experience: 5 to 7 years of experience in fine dining hotel, comparable club or high-volume restaurant with private dining spaces

Additional Skills: Excellent communication and organization skills. Must have from scratch cooking management experience with the mindset of growth through improvement. Working knowledge of Cheftec, Microsoft Office and Northstar preferred.

Licenses and Certifications: City of Chicago Food Sanitation certificate, Food Handler's certificate