



Sous Chef
Position Description

Position Title: Sous Chef

Reports to: Executive Chef and Executive Sous Chef

Job Summary: Serve as “third-in-command” of the kitchen: assist the Executive Chef and Executive Sous 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. Sous Chef will also have the responsibility of supervising the Stewarding Staff with assistance from the Chef’s Office.

Essential Functions:

- 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
- Assists the Executive Chef / Executive Sous Chef with preparing the kitchen for monthly inventories with having all areas organized for counting.
- Assumes complete charge of the kitchen in the absence of the Executive Chef/Executive Sous Chef
- Assists Executive Chef/Executive Sous Chef with supervision and training of employees, sanitation and safety, menu planning and related production activities
- Consistently maintains standards of quality, cost, eye appeal and flavor of foods
- Ensures and assists with proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability
- Makes recommendations for maintenance, repair and upkeep of the kitchen and its equipment
- Personally works in any station as assigned by the Executive Chef/Executive Sous Chef
- Helps plan energy conservation procedures in the kitchen
- Assists in the development of training and the provision of professional development opportunities for all kitchen staff.
- Assists in maintaining security of kitchen including equipment, food and supply inventories
- Assists in food procurement, delivery, storage and issuing of food items
- Expedites food orders during peak service hours
- Supervises, trains and evaluates kitchen personnel
- Coordinates buffet presentations
- Checks mise en place before service time and inspects presentation of food items to

- insure that quality standards are met
- Reports all member/guest complaints to the Chef's Office and assists in resolving complaints
 - Submits ideas for future goals, operational improvements, and personnel management to Executive Chef
 - Supervises and trains all stewarding staff and reporting any issues that need repair or correction
 - Follows up on cleanliness of the kitchens and details that must be addressed by staff
 - Reports inventory needs for CGS and does a twice a year inventory to anticipate needs.

Qualifications and Skills:

Education: Culinary School Graduate, Apprentice Program Graduate or any combination of education and experience equivalent to graduation from high school or any other combination of education, training or experience that provides the required knowledge skills and abilities.

Experience: 5 to 7 years of experience in fine dining restaurant, hotel or private

Additional Skills: Supervisory experience, good organization and communication skills are required.

Licenses and Certificates: City of Chicago Food Sanitation certificate