

JOB DESCRIPTION

Position Title: Executive Sous Chef

JOB OVERVIEW:

The Executive Sous Chef - Functions is responsible for participating in the development and implementation of culinary and business strategies in addition to ensuring the smooth operation of our function kitchen. The Executive Sous Chef - Functions is a positive and energetic leader that helps lead the function culinary team in daily preparation and efficient service execution.

The ideal candidate will be passionate, innovative and creative with an attention to detail and ability to deliver the highest culinary standards to our clients and guests. The individual will also be responsible for hands-on training of their staff while creating an unsurpassed luxury event experience for our clients and guests.

Reports to: Executive Chef

Supervises: Sous Chef, Cooks, Stewards

QUALIFICATIONS:

We are looking for an individual who is dynamic, hands-on and has a passion for excellence in high levels of food service. The ideal candidate knows how to motivate a team as well as cultivate an environment that embraces our service passion and high culinary expectations. This individual is also not afraid to get in the trenches with their team when the situation calls for additional support.

JOB REQUIREMENTS:

Minimum of 5 years in high volume, full-service professional restaurant or banquet department and at least 2-3 years in a management role. In addition to advanced culinary skills, this individual must have:

- 2 year Culinary Associate degree or equivalent experience
- Exceptional organizational, multi-tasking, written & verbal communication skills
- Require availability to work flexible hours, evenings and weekends
- Proven history of team building and can provide examples of developing those around them
- Collaborate with all departments and foster a strong team environment
- Ability to take direction and execute with a sense of urgency
- Proficient in Computer skills – Microsoft Office
- Must be able to stand for long periods of time
- Must be able to lift up to 40 lbs.

CORE DUTIES:

This is intended to represent the key duties for this position. Responsibilities include, but are not limited to:

- Hiring, training and development of all line staff and stewards
- Complete timely and accurate payroll
- Manage timekeeping system for all overtime, edits, employee changes
- Monitor and control the maintenance/sanitation of kitchen, equipment and related areas to ensure a healthy, safe work environment which meets state and local standards and regulations
- Monitor the quality and proper presentation of all food to provide maximum appeal and freshness
- Ensure work stations are cleaned down at the end of each shift and food is stored away in the appropriate manner
- Assist with monthly and quarterly inventory: food, paper supplies, equipment etc.
- Conduct daily pre-shift meetings
- Complete weekly ordering and invoicing of all food and supplies needs per week
- Update all employee communication boards
- Up to date knowledge in food trends and current cooking techniques
- Follow up on special vendor and guest requests
- Effectively collaborate between departments to ensure a positive experience for members, guests and employees
- Coordinate with Executive Chef for daily needs
- Performs other related duties as assigned by Executive Chef

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