

The Woodlands Club located in Falmouth, Maine, just minutes from downtown, Portland is currently seeking an accomplished culinarian to serve as "second-in-command" of the kitchen. The Executive Sous Chef will work with the Executive Chef in supervising food production for all food outlets, banquet events and other functions at the club. They will supervise food production personnel, assist with food production tasks as needed, and assure that quality and cost standards are consistently attained. They will need a passion for excellence and a strong desire to exceed members' high expectations.

Position Relationships:

1. Reports to: Executive Chef
2. Workers Supervised: Banquet Chef, AM Sous, Line Prep Cook, Cooks, Dishwasher

Job Duties & Responsibilities:

1. Assists the executive chef with monthly inventories, pricing, cost controls, requisitioning and issuing for food production.
2. Assumes complete charge of the kitchen in the absence of the executive chef.
3. Assists executive chef with supervision and training of employees, sanitation and safety, menu planning and related production activities.
4. Consistently maintains standards of quality, cost, eye appeal and flavor of foods.
5. Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability.
6. Makes recommendations for maintenance, repair and upkeep of the kitchen and its equipment.
7. Prepares reports, arranges schedules, and costs menus and performs other administrative duties as assigned by the executive chef.
8. Personally, works in any station as assigned by the executive chef.
9. Helps plan energy conservation procedures in the kitchen.
10. Assists in the development of training and the provision of professional development opportunities for all kitchen staff.
11. Consults with dining service personnel during daily line-ups.
12. Assists in maintaining security of kitchen, including equipment and food and supply inventories.
13. Assists in food procurement, delivery, storage and issuing of food items.
14. Expedites food orders during peak service hours.
15. Supervises, trains, and evaluates kitchen personnel.
16. Coordinates buffet presentations.
17. Checks mise en place before service time and inspects presentation of food items to ensure that quality standards are met.
18. Reports all member and guest complaints to the chef and assists in resolving complaints.
19. Monitors kitchen employees' timecards to ensure compliance with posted schedules.
20. Submits ideas for future goals, operational improvements, and personnel management to executive chef.

21. Understands and consistently follows proper sanitation practices including those for personal hygiene.
22. Attends staff meetings.
23. Demonstration of cooperation, interest, and enthusiasm in support of the club's mission, vision, values, goals, and objectives.
24. Assures development, implementation, and review of policies and procedures which guide and support provisions of designated services.
25. Demonstration of effective inter-disciplinary cooperation and assists with improvement in interdepartmental communications
26. Performs essential job functions with or without reasonable accommodations.
27. Performs other special, ad hoc duties as requested by the executive chef.

Unusual Physical Demands and Working Conditions:

1. Potential for frequent interruptions
2. Sitting for long periods of time is often required.
3. Extended periods of walking.
4. **There is a potential for stressful situations and for long hours.**

Skills & Knowledge:

- Three to five years as a sous chef in a premiere resort or private club.
- Culinary degree or formal training preferred.
- Very strong expediting experience.
- Advanced knowledge of various cooking methods, preparation of soups, sauces, and stocks; butchering; product identification; intermediate pastry and baking; ability to perform all functions of junior cooks.
- Strong communication and interpersonal skills, with ability to read, write, speak, and understand in the English language.
- Ability to perform basic arithmetic (add, subtract, multiply, divide), with understanding of fractions and units of measure, for recipe adjustments and measurements.
- Basic knowledge and skill in budgeting and food/labor cost containment methods.
- Supervisory, leadership and organizational skills, with ability to lead, motivate, and train other staff.
- Knowledge & understanding of health, safety, & sanitation standards/regulations, & methods/practice.

Compensation

Salary 70,000-75,000 based on experience. Full benefits, two weeks paid vacation & culinary education allowance (ACF Convention in New Orleans)

Email Resumes to:

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Joe Roux, CCM, PGA

General Manager/COO

The Woodlands Club

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