

**Job Description**

**Position Title:** Executive Sous Chef  
**Department:** Culinary  
**Employment Category:** Year Round  
**Requirement:** MS Office proficiency  
**FLSA Status:** Exempt  
**Provisional Period:** 90 Days  
**Reports to:** Executive Chef  
**Supervises:** QR Sous Chef, Chef de Cuisine

**Job Summary**

The position of Executive Sous Chef at the Hyannisport Club requires an individual to be professional in appearance and of a positive attitude, with excellent communication, culinary and management skills. Understand and exemplify to all staff that the paramount concern of every position within the clubhouse operations is member satisfaction. Present a pleasant personality to members and other staff members alike while maintaining flexibility regarding member requests as they arise. Serve as “second-in-command” of the kitchen. The Executive Sous Chef is responsible for supervising food production for all food outlets, banquet events and a la carte service at the club. Supervise food production personnel, performs food production tasks and assures that quality and cost standards are consistently attained.

**Job Duties:****Key Accountabilities:****Operational Management:**

The Executive Sous Chef assumes complete charge of the kitchen in the absence of the Executive Chef. As such the Executive Sous Chef will be required to accept and put away deliveries which will require lifting cases of food and food service products. The Executive Sous Chef maintains the security of kitchen including equipment, food and supply inventories. Develops complete menus with Sous Chefs for all food outlets. Performs costing, prep lists, build sheets, ordering and issuing of food for production of each menu. Consistently maintains standards of quality, consistency, presentation and flavor of foods. Ensures scheduled staff reports for each shift for maximum productivity and high standards of quality. Personally works any station needed. Expedites food orders during peak service hours when needed. Reports all member complaints to the Chef and works to resolve complaints. Coordinates maintenance, repair and upkeep of the kitchen and its equipment. Submits ideas for future goals, operational improvements, and personnel management to Executive Chef.

**Staff Management:**

The Executive Sous Chef directly supervises Sous Chefs responsible for the daily preparation of menu items to ensure that methods of cooking, garnishing, presentation and portion sizes are as prescribed by standardized recipes. Checks mise en place before service time and inspects food items to insure that quality standards are met. Oversees and trains staff in proper sanitation and safety procedures. Consults with kitchen and dining service personnel during daily line-ups.

**Administrative:**

Works in conjunction with the Executive Chef for the recruiting and hiring of employees.

Tracks any food loss due to member or employee error or quality issue. Conducts all monthly inventories on the first day of each month and verifying correct pricing and totals before submitting to Executive Chef by the third day of each month. Evaluates the performance of kitchen staff.

Interested candidates should send cover letter and resume to:

Michael Galvin

Club Manager

[mgalvin@hyannisportclub.com](mailto:mgalvin@hyannisportclub.com)

Great Pay Great Benefits