

# **PORT MADISON ENTERPRISES**

## **IN-HOUSE POSITION ANNOUNCEMENT**

### **White Horse Golf Club– Sous Chef (1 FT)**

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#### **General Position Summary:**

Manages kitchen efficiently and in a cost effective manner. Responsible for food and labor cost control in cooperation with Food and Beverage Director.

#### **Supervisory Responsibilities:**

Supervises kitchen staff in own area of responsibility and all other kitchen staff in the absence of the Food & Beverage Director.

#### **Essential Functions/Major Responsibilities:**

- Responsible for all kitchen personnel when F&B Director is unavailable
- Ensures that all cooking/food prep areas meet health sanitation standards and good sanitary practices are in use in the kitchen
- Provides input to White Horse Gold Club management on procedures and operations and makes recommendations
- Assists in planning menus
- Ensures all products are of high quality and conforms to standards
- Responsible for cost control in food, recipes and labor
- Assists in preparing menu specials and recipes
- Ensures proper level of inventory and proper inventory purchasing
- Prepares daily/weekly prep and cleaning list for staff

#### **Secondary Functions:**

- Assists in ongoing training of kitchen personnel
- Keeps walk-ins and storage areas neat, clean and organized
- Establishes and maintains security of all products, supplies and equipment
- Other duties as assigned

#### **Specific Job Skills:**

- Thorough knowledge of all phases of kitchen procedures and operations
- Thorough knowledge of local and federal health regulations
- Able to operator and perform routine maintenance of cooking equipment
- Knowledge of all cooking and baking preparation methods and sauces

- Ability to supervise and staff and interact with guests in a professional and courteous manner
- Good communication skills (both verbal and written)
- Ability to perform basic functions of computer processing to include excel, word and outlook
- Ability to work under stressful situations while maintain an even emotional keel
- Ability to problem solve and make decision in an expeditious manner within the general policies and guidelines

#### **Education and/or Experience:**

High School diploma or GED required. Serv Safe Certification required within six months. Certification from accredited culinary program with one to three years' experience in supervising kitchen staff. Additional two years of supervisory culinary experience may be substituted for certification.

#### **Job Scope:**

Performs essential and secondary functions with minimal supervision. Operates for established Food and Beverage policies and procedures and Health Standards. Decisions are made within general company policy constraints, but require some independent decision-making.

#### **Job Conditions:**

Working conditions include working with and around kitchen equipment sometimes under crowded conditions and/or with frequent interruptions. Must be able to work weekends, evenings and holidays.

#### **Physical Requirements:**

Must be able to stand for extended periods of time. Able to lift 75 lbs.

**All interested and qualified employees should submit a letter of interest to the HR Director, letter should include:**

- 1) Why applicant is interested in being considered for position.**
- 2) The skills and experience of the applicant.**

***Port Madison Enterprises offers an excellent benefits package for FT employees.***

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