



1895

## EMPLOYMENT OPPORTUNITY

**Position Title:** Lead Line Cook      **FLSA Status:** Hourly, Non-exempt

**Reports to:** Executive Chef, Executive Sous Chef, Sous Chef(s)

**Supervises:** Line Cooks, Receiving Clerk, Dishwasher Stewards

### JOB SUMMARY

Greenville Country Club is currently seeking qualified applicants to fill several Lead Line Cook positions. The Lead Line Cook is a full time position responsible for assisting the Culinary Management TEAM in supervising food production personnel, assisting with food production tasks for all food outlets, banquet events and other functions at the club, and assuring that quality and cost standards are consistently attained.

### CORE RESPONSIBILITIES

- Assists in ensuring that kitchen staff are responsible for all food production not limited to daily preparation of soups, sauces and “specials” to ensure that methods of cooking, garnishing and portion-sizing are as prescribed by club’s standard recipes.
- Assists the Culinary Management TEAM with monthly inventories, pricing, cost controls, requisitioning and issuing for food production.
- Conducts daily station prep inventory controls and counts to ensure that all items are accounted for.
- Consistently maintains standards of quality, consistency, cost, presentation and flavor of foods.
- Assists in the 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.
- Prepares reports, arranges employee schedules and costs menus and monitors kitchen employees’ time cards to ensure compliance with posted schedules. Performs other administrative duties as assigned by the Executive Chef / Executive Sous Chef.
- Actively works on any station as assigned by the Culinary Management TEAM.
- Assists in planning energy conservation procedures in the kitchen.
- Assists Culinary Management TEAM with the administration of kitchen personnel with scheduling and kitchen station assignments.
- Assists in consulting with dining service personnel during daily line-ups, reviewing specials, unavailable product and taste panels.
- Assists in maintaining security of kitchen, including equipment and food and supply inventories.
- Assists in food procurement, receiving, storage and issuing of food items.
- Expedites food orders during peak service hours.
- Assists in the supervision, training and evaluation of kitchen personnel, and will provide input for all staff reviews.



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- Assists in coordinating buffet set up, logistics and presentations.
- Checks *mise en place* before service time and inspects presentation of food items to ensure that quality standards are met.
- Reports all member and guest complaints to the Culinary Management TEAM and assists in resolving complaints.
- Submits ideas for future goals, operational improvements and personnel management to the Culinary Management TEAM.
- Understands and consistently follows proper sanitation practices including those for personal hygiene, uniform presentation code and staff appearance.
- Attends staff meetings as required.
- Performs other appropriate tasks assigned by the Culinary Management TEAM.

### **QUALIFICATIONS / JOB REQUIREMENTS**

- Three years in a food preparation position encompassing all phases of food preparation and kitchen operation is required.
- A degree from post-secondary culinary arts program preferred.
- Must be familiar with and possess working knowledge of the GCC Kitchen Equipment.
- Awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards. Understanding the MSDS Booklet.
- Knowledge of food handling and preparation principles and procedures for all foods produced and served in the club meeting the guidelines of the DHEC.
- Ability to effectively supervise all kitchen food production employees in absence of the Culinary Management TEAM.
- Knowledge of and ability to perform required role during emergency situations.
- Occasional lifting and carrying of items up to 50 lbs.

### **LICENSES AND CERTIFICATIONS**

- ServSafe food safety certification.
- Certification from American Culinary Federation or other hospitality association a plus

### **TO APPLY**

If you meet the qualifications above and would like to be considered for this excellent opportunity, please submit your resume to:

[HR@gccsc.com](mailto:HR@gccsc.com)

No Phone Calls Please

**Greenville Country Club is a drug-free workplace and an Equal Opportunity Employer committed to diversity.**