



EMPLOYMENT OPPORTUNITY

Position Title: Sous Chef **FLSA Status:** Salaried, Exempt
Reports to: Executive Chef and Executive Sous Chef
Supervises: Lead Line Cooks, Line Cooks, Receiving Clerk, Dishwasher Stewards

The Greenville Country Club has an exciting new opportunity for Sous Chefs in a newly built, state-of-the-art kitchen. This is a hands-on position serving as “second-in-command” of the kitchen and responsible for assisting the Executive Chef and Executive Sous Chef in supervising food production for all food outlets, banquet events and other functions at the club while assuring that quality and cost standards are consistently attained.

CORE RESPONSIBILITIES

- Prepares or directly supervises kitchen staff responsible for the 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 Executive Chef / Executive Sous Chef 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.
- Codes all invoices to the proper account, enters in to Windstar Inventory system, as well as the Culinary purchase log system and sends signed copies to Accounting for payment.
- Assumes complete charge of the kitchen in the absence of the Executive Chef / Executive Sous Chef.
- Assists Executive Chef / Executive Sous Chef with supervision and training of employees, sanitation and safety, menu planning and related production activities.
- Consistently maintains standards of quality, consistency, cost, presentation and flavor of foods.
- Ensures 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 Executive Chef / Executive Sous Chef.
- Helps plan energy conservation procedures in the kitchen.
- Assists Executive Chef / Executive Sous Chef with the administration of kitchen personnel benefits (vacation, holidays, etc.).
- Consults 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.
- Supervises, trains and evaluates kitchen personnel, is actively involved in all staff reviews.
- Coordinates 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 Executive Chef / Executive Sous Chef and assists in resolving complaints.
- Submits ideas for future goals, operational improvements and personnel management to Executive Chef.
- 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 Executive Chef / Executive Sous Chef.

QUALIFICATIONS / JOB REQUIREMENTS

- A degree from post-secondary culinary arts program.
- Three years in a food preparation position encompassing all phases of food preparation and kitchen operation is required.
- Certification from American Culinary Federation or other hospitality association
- Awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards; understanding of MSDS information.
- 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 Executive Chef or Executive Sous Chef.
- Knowledge of and ability to perform required role during emergency situations.
- ServSafe food safety certification
- Requires occasional lifting and carrying of items up to 50 lbs.

TO APPLY

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

HR@gccsc.com

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