



Carolina Country Club

JOB DESCRIPTION

DEPARTMENT: Kitchen-11-1

FSLA STATUS: Exempt

JOB TITLE: Sous Chef

SUPERVISES: Prep & Line Cooks

REPORTS TO: Executive Chef

Job Summary:

The Sous Chef will coordinate, plan, participate and supervise the production and daily preparation of food items in the pantry, sauté, and grill stations with emphases on food appearance, quality and taste to create an exceptional dining experience for our members and their guests. The Sous Chef will have expert knowledge and skills in all areas of the culinary arts, hot and cold productions, ala carte and banquet experience with some knowledge & skill in baking & pastry. This individual will have strong management & outstanding leadership skills, promote teamwork, provide a safe, sanitary work environment and achieve profitable, complete quality products. The Sous Chef will train, develop, coach, counsel, assist in problem resolution and will recommend discipline as appropriate. This individual will embody the Carolina Country Platinum Service Absolutes.

Job Functions include:

- Assists and leads in the quality execution of daily preparation and production of food items for ala carte menus, banquets, buffets, parties, etc. as established by Executive Chef, Executive Sous Chef or Club tradition.
- Performs daily routine tasks as outlined either verbally or by written check lists. Executes other work stations duties as needed or requested by Executive Chef and/or Executive Sous Chef.
- Assists Chef with the development and planning of daily specials.
- Follow recipes, portion controls, and presentation specifications as set by the Executive Chef.
- Assist in developing, planning and/or executing daily specials as needed or requested.
- Assists in restocking all items as needed throughout the shift.
- Properly stores and labels all food products both in production and items received from deliveries while maintaining clean and organized dry store rooms, refrigerators, walk-in in coolers and common areas as mandated by USDA.
- Maintains a clean, sanitary, safe and organized work area, keeping all equipment clean and in good working conditions meeting OSHA standards and regulations.
- Assists in properly transitioning work stations at shift change or properly breaking down and thoroughly cleaning work stations at the end of every shift.
- Has full understanding and knowledge of how to properly use and maintain all equipment in the kitchen.
- Works and maintains a professional, clean and well groomed appearance, following uniform policies.
- Communicates with kitchen, food and beverage staff to ensure member and guest satisfaction. Ensure that members and guest have a positive and memorable experience.
- Assists with the training, coaching, development and discipline of the kitchen cook staff.
- Prepares and posts prep/line cook staffing schedules.
- Sets an example and reports to work as scheduled, in uniform, and ready to be in position. Must be attentive and adhere to the kitchen staff work schedule and be punctual and follow the Club Attendance policies and procedures when reporting a tardiness or absence.



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- Maintains a professional relationship with all coworkers. Works with a positive attitude and speaks with others using clear and professional language and promote an environment of teamwork.
- Stays alert and promptly documents & reports accidents & injuries according to Club policies.
- Reports maintenance issues, suspicious activity and unsafe work conditions to accordingly.
- Performs other appropriate duties requested by Executive Chef.
- Completes required computer-based employee training courses in a timely manner.
- Attends departmental staff meetings as scheduled.

Working Conditions, Physical Functions and Abilities:

The physical demands of work environment characteristic described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Equitable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical & Personal Requirements:

- Advanced knowledge of professional cooking and knife handling skills.
- Full understanding and knowledge of safety, sanitation and food handling procedures.
- Ability to receive and delegate direction.
- Must have problem solving abilities, be self-motivated and organized.
- Commitment to quality service, and food and beverage knowledge.
- Must be able to speak, read and understand all cooking directions.
- Ability to stand, walk, climb stairs, balance, stoop, kneel, crouch 8 hours or more per day. Must be able to reach with hands and arms.
- Must be able to work in a mentally and physically stressful environment and be able to multi task and accept constructive feedback and in the event of a member complaint, take accountability and take any necessary action to correct the issue.
- Must be able to work in a high temperature work environment for a length of time.
- Capable of lifting up to fifty (50) pounds or more.
- Ability to see and hear, or to use prosthetics that will enable these senses to function adequately to assure that position requirements can be safely and fully met.
- Sufficient manual dexterity to operate a fire extinguisher and to use kitchen equipment, including blenders, mixers, ice machines, dishwashers, slicers, knives and any other kitchen utensil or equipment.
- Ability to read, write, speak and understand English.
- Ability to work in a team environment with sound mental and physical health ability to get along well with others.

Working Conditions:

- Subject to moderate physical and emotional stress associated with kitchen and food service. Performance of job tasks will involve exposure to cleaning chemicals requiring precautions. Must be able to work a flexible schedule including weekends and holidays.

I acknowledge receipt of the above job description for the Sous Cook.

Employee Signature & Date

Print Name