



## **Lake Toxaway Country Club**

**Title: Sous Chef**

**Reports to:** Executive Chef/Executive Sous Chef

**Supervises:** Hourly Kitchen Personnel

**Salary Exempt; Full-Time Position**

### **Job Summary**

The Sous Chef is a key member of our Food and Beverage service team who reports directly to the Executive Chef. This hands-on position will work with the Executive Chef to ensure the culinary team adheres to safety and health standards, including quality and cost control.

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

- A degree in culinary arts program is preferred but not required.
- Five years in a food preparation position encompassing all phases of food preparation and kitchen operation is required.
- Possesses Leadership, Teamwork, and Organizational Skills.
- Private Club experience preferred.

### **Job Tasks/Duties**

- Prepares or directly supervises kitchen staff responsible for the daily preparation of soups, sauces, and "specials" to ensure that cooking methods, garnishing, and portion-sizing are as prescribed by the Club's standard recipes.
- Assists the Executive Chef with pricing, cost controls, requisitioning, and issuing for food production.
- Ability to multitask and handle multiple situations.
- Assumes complete charge of the kitchen in the absence of the Executive Chef.
- Assists the Executive Chef with supervising and training employees, sanitation and safety, menu planning, and related production activities.
- Consistently maintains standards of quality, cost, presentation, and flavor of foods.
- Ensures proper staffing for maximum productivity and high standards of quality
- Makes recommendations for maintenance, repair, and upkeep of the kitchen and its equipment.
- Prepares and arranges employee schedules and cost menus and performs other administrative duties as the Executive Chef assigns.
- Ability to work in any station as assigned by the Executive Chef.
- Assists with the ordering of products and monthly inventories.
- Consults with dining service personnel during daily line-ups.
- Assists in maintaining the security of the kitchen, including equipment, food, and supply

inventories.

- Assists in food procurement, delivery, storage, rotation, and the issuing of food items.

### **Job Knowledge, Core Competencies, and Expectations**

- Must be familiar with and have worked with all kitchen equipment.
- Awareness of occupational hazards and safety precautions; skilled in safety practices and recognizing hazards.
- Knowledge of food handling and preparation principles and procedures for all food produced and served within the Club.

### **DISCLOSURE STATEMENT**

No one Job Description for any one position can possibly encompass all the responsibilities that may be requested. The above Job Description is a summary of the major responsibilities of the position. The objective of any position is to effectively provide the services and support for Lake Toxaway Country Club.

### **COMPENSATION**

Salary is commensurate with experience.

Benefits include Medical, Dental, and Vision insurance, plus a 401 (K) Plan and Match with an Educational allowance. The off-season allows for a generous amount of vacation time.

Please send resumes to Leigh Coggins, Assistant General Manager at [leighc@laketoxawaycc.com](mailto:leighc@laketoxawaycc.com)