



Job Description

Date: March 2023

Position: Executive Sous Chef

Department: Kitchen

Reports to: Executive Chef

EFFECTIVE DATE: As soon as possible

No job description for a position can possibly include all duties, which may be requested by guests or required by the Country Club of New Canaan. The objective of all positions is to effectively provide the quality services personally, or to immediately refer requests to the appropriate Manager. The following is a summary of the major responsibilities of the position.

POSITION SUMMARY:

The executive sous chef (herein “ESC”) is the professional who assists the head chef and takes his/her place when the latter cannot be present in the kitchen. This position is directly subordinated to the executive chef and has in his/her charge all the other members of the kitchen staff.

This position requires a mastery of: Butchering, grilling, sautéing, braising, baking, pastry production, banquet production, sauce making. Must have knowledge of proper food handling in accordance of applicable health codes (local Q.F.O certificate required), must be able to order items as directed by chef, must have knowledge at recording inventories with working knowledge of Microsoft excel

ESC must be a team leader able to work assigned station as well as teach proper Technique, standards and protocols. Sous chef is required to meet with chef and/or managers to review staff schedules, training schedules, menu changes and weekly banquet requirements.

ESSENTIAL JOB FUNCTIONS (i.e. Responsibilities, Job Duties, and Major Tasks Performed):

1. Be punctual, in uniform and follow acceptable grooming standards.
2. Log in/log out and report to Chef or GM
3. Receives, dates, stores (in proper places) and rotates all food items.
4. Use knives, tools, utensils and equipment to produce food items at assigned station.
5. Cuts, slices, and portions specific food and menu items in accordance with daily requirements.
6. Maintains inventory at assigned station



8. Prepares and plates menu items according to specifications.
9. Restocks food items for all back of the house or a la carte stations as needed.
10. Identifies and tracks items that need to be scheduled for production or reordered from outside suppliers, etc.
11. Cleans and maintains prep area (utensils, prep tables, equipment, etc. and disposes of trash/boxes).
12. Completes assigned mise en place and side work duties, according to daily assignment and does so in a timely manner.
13. Complete periodic inventory and fill out appropriate sheets correctly/on timely basis.
14. Ensures that sanitation and safety standards are maintained.
15. Assists with any special assignments requested by Chef
16. logs out each line cook at the end of shift after checking that station for proper closing protocols
17. Shuts down line nightly making sure all equipment is OFF for the night

ACCOUNTABILITIES:

- Understands specific job responsibilities (a la carte, banquets) and can execute them at highest quality standard on a continual basis without supervision.
- Works efficiently, quickly and cleanly, including wrapping/dating/labeling/correct storage of product, and general cleanup of work area.
- Assist the Executive Chef in the recruitment, hiring and termination of all Culinary Employees
- Effective Leader will step in to assist others in department when work is complete so skills and recipe knowledge can be expanded.
- Receives and stores food items in accordance with first in, first out rotation schedule.
- Within scheduled shift, cleans and maintains assigned station
- Develop Standards, short and long term goals for the Club and Culinary Team
- Assist Chef with regular performance reviews of the Culinary team
- Completes food requisition, quality checks and food preparation planning.
- Maintains a neat, clean and well-groomed appearance
- Performs other duties and assignments as may be required to operate the restaurant. i.e. Dishes, garbage or janitorial duties
- Receives no guest complaints.