



University Golf Club Sous Chef

SUMMARY

The Sous Chef in coordination with the Executive Chef is responsible for the execution of all Banquet/Events at UGC/Westward Ho as well as managing of back of house staff during certain services. The Sous Chef functions as a liaison between frontline kitchen staff, the Executive Chef, and the front of house management team.

ESSENTIAL JOB RESPONSIBILITIES/DUTIES/TASKS *include the following but not limited to:*

Policy

- Follow all standards set by the Executive Chef
- Handle all food products with respect and follow all food safety laws and guidelines
- Follow all UGC policies and standards
- Lead by example
- Be an active and positive member of the culinary team

Employees

- Ensures employees are punching in/out at the correct times
- May create and maintain schedules for all kitchen employees, coordinate with the Executive Chef
- Train all new and current employees on proper techniques, plating, and organization within department
- Assist with providing a safe and comfortable work environment that is free of harassment
- Solicit feedback and input on operational, employee and guest service matters

Product Quality and Consistency

- Responsible for food quality and consistency of the highest possible standard
- Assists in creating new seasonal Banquet/Event menu items in coordination with the Executive Chef
- Oversees prep production and delegates any oversights/additions
- Oversees line prep and production making sure cooks are organized and on task
- Conducts pre-service walk-through ensuring Banquet/Event is ready to be served
- Coordinates services, overseeing quality and consistency of all food items during Banquet/Event
- Organizes and delegates tasks to maintain an organized, clean, and efficiently running kitchen always
- Ensure all departmental ingredients are ordered, received and maintained according to policy par levels and storage consideration

Teamwork, Participation and Attitude

- Participate in culture that is based on positive attitude, open communication and conversation that promotes team building, a rewarding atmosphere, and a high level of morale



- Be available to work above and beyond your scheduled hours in case of larger prep needs, employee shortage, mishaps, or emergencies
- Adhere to appropriate company uniform standards
- Communicates any receiving or prep issues
- Executes any specific duties assigned by the Executive Chef
- Have positive “can do” attitude
- Support all departments of UGC in creating an exceptional guest experience

Facility and Equipment

- Adhere to all health department regulations as they relate to proper heating, cooling, storing, prep, methods, etc.
- Keep all areas of kitchen clean and organized
- Assist in areas of safety, sanitary, organizational, and overall atmosphere, and conditions of the kitchen environment
- Manage and control all kitchen equipment use and upkeep

Financial

- Helps maintain targeted departmental food costs
- Helps maintain targeted departmental labour costs
- Assists with inventory counts
- Properly store and rotate products to reduce waste and ensure freshness
- Adhere to portion control standards in order to maintain accurate food cost and consistency

Feedback

- Effectively communicate all operational information, staffing needs, guest related comments and concerns, employee comments, performance, and disciplinary information to appropriate level of management; Executive Chef, Food & Beverage Manager, Senior HR Manager, etc.

SKILLS AND QUALIFICATIONS

To perform this job successfully, this individual must be able to perform each essential duty above satisfactory.

- 3+ years previous Banquet/Event cooking experience; hotel experience would be an asset
- Previous supervising experience
- Must carry a valid food safe certificate (level 2)
- Demonstrate a high level of professionalism
- Ability to work with a sense of urgency
- Good organizational and communication skills
- Ability to focus and work efficiently
- Ability to communicate effectively and professionally

COMPENSATION & HOURS

Must be available evenings/weekends 5 days a week. Full-time/permanent status with a great benefits package including extended health and company matching RRSP program. Salary to be discussed during interview (based on experience & industry rates).