

PETROLEUM CLUB OF HOUSTON

JOB DESCRIPTION

Must have at least 2yrs Experience

JOB TITLE: EXECUTIVE SOUS CHEF

REPORTS TO: EXECUTIVE CHEF

FUNCTION: SUPERVISES THE OPERATION OF THE KITCHEN IN THE ABSENCE OF THE CHEF

RESPONSIBILITIES:

1. Assists the Chef in weekly scheduling and payroll forecast.
2. Supervises all work preparation of the food for banquets and Ala Cart
3. Overviews all purchases that are made for weekly events, future events and discusses future purchases with Executive Chef
4. Make sure all production and preparation of food for the day is good and on time
5. Checks the various cooks stations for proper taste and preparation
6. Responsible for the condition of the kitchen regarding sanitary conditions
7. Helps train cooks
8. Relieves the Executive Chef in his absence, also relieves the night and banquet chefs
9. Checks daily function
10. Stay within labor par set by Club
11. Over Sees all orders and emergency orders
12. Responsible for reviewing accident reports and making sure the Executive chef is informed of all incidents that occur in the kitchen and filed properly.
13. Able to manage 20-30 employees
14. Will assist in handling all banquets or Expediting for dining room service

Contact:

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Executive Chef

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