



## **Executive Sous Chef**

**Reports to:** Executive Chef

**Supervises:** Culinary team (main kitchen and satellite kitchen).

**FLSA Category:** Exempt/salaried position.

**Compensation:** Salary, annual performance bonus and traditional benefits.

### **The Club:**

- Founded in 1912, Lakewood Country Club is located less than ten minutes from downtown Dallas in the highly desirable Lakewood neighborhood.
- Club amenities include: dining, golf, tennis, swimming, fitness, youth activities and social events.
- The Club has 1,150 Family Memberships and the average age is in the low 50's.
- Annual food sales are \$5.5M. Annual beverage sales are \$1.8M (75% a la carte – 20% banquet).

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

- A degree from post-secondary culinary arts program.
- Five years in a food preparation position encompassing all phases of food preparation and kitchen operation in an upscale environment.
- Computer literate; including Excel, Word and Microsoft Office.

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

- Must be familiar with and have worked with all kitchen equipment.
- Awareness of occupational hazards and safety precautions and skilled in following safety practices and recognizing hazards.
- Knowledge of food handling and preparation principles and procedures for all foods produced and served in the Club.
- Ability to effectively supervise all kitchen food production employees in absence of Executive Chef.
- Knowledge of and ability to perform required role during emergency situations.
- Efficiency is very important. Must be able to timely prepare 200-300 a la carte covers several nights per week.
- Sous Vide cooking method.

**Job Summary:** Serve as 'second-in-command' of the kitchen. Assist the Executive Chef in supervising food production for all food outlets, banquet events and other functions at the Club. Supervise food production personnel, assist with food production tasks as needed and assure that quality and cost standards are consistently obtained.

### **Job Tasks/Duties**

- Prepares or directly supervises kitchen staff responsible for the daily preparation of soups, sauces and 'specials' to ensure that methods of cooking, garnishing and portion-sizing are as prescribed by the Club's standard recipes.
- Assists the Executive Chef with monthly inventories, pricing, cost controls, requisitioning and issuing for food production.
- Assumes complete charge of the kitchen in the absence of the Executive Chef.
- Consistently maintains standards of quality, cost, presentation and flavor of foods.
- Ensures proper staffing for maximum productivity and high standards of quality and controls food and payroll costs to achieve maximum profitability.
- Makes recommendations for maintenance, repairs and upkeep of the kitchen and its equipment.
- Prepares reports, arranges employee schedules and costs menus and performs other administrative duties as assigned by the Executive Chef.
- Assists Executive Chef with the administration of kitchen personnel benefits (vacation, holidays, etc.).
- Assists in maintaining security of kitchen, including equipment and food and supply inventories.
- Expedites food orders during peak service hours on kitchen side.
- Supervises, trains and evaluates kitchen personnel.
- Coordinates buffet presentations.
- Checks *mise en place* before service time and inspects presentation of food items to ensure that quality standards are met.
- Reports all Member and Guest complaints to the Executive Chef and assists in resolving complaints.
- Monitors kitchen employees' time cards to ensure compliance with posted schedules.
- Submits ideas for future goals, operational improvements and personnel management to Executive Chef.
- Understands and consistently follows proper sanitation practices including those for personal hygiene.
- Attends staff meetings.
- Performs other appropriate tasks assigned by the Executive Chef.

### **Licenses and Special Requirements**

- Certification from American Culinary Federation or other professional hospitality associations.
- Food safety certification.
- Servsafe Managers Certification is required.

### **Physical Demands and Work Environment**

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.

*Lakewood Country Club ("LLC") is an equal opportunity employer that does not discriminate in hiring or any other employment decision on the basis of race, color, sex, citizenship, national origin, ancestry, veteran status, age, physical or mental disability unrelated to the ability to perform work required, or any other criteria prohibited by applicable state or federal law. The information obtained in this application is intended to secure information solely for the purpose of employment.*

Send resumes and cover letters to: [careers@lakewoodcc.com](mailto:careers@lakewoodcc.com).