

# PETROLEUM CLUB OF HOUSTON

## JOB DESCRIPTION

Must have at least 1yr Experience

JOB TITLE: NIGHT SOUS CHEF

REPORTS TO: EXECUTIVE CHEF, EXECUTIVE SOUS CHEF

FUNCTION: SUPERVISES THE KITCHEN IN THE ABSENCE OF THE CHEF AT NIGHT

### RESPONSIBILITIES:

1. Checks stations and sees if they are properly staffed
2. Checks supplies for the proper preparation of the food listed on the current menu
3. Supervises and works with the preparation of the food
4. Maintains an orderly, clean and sanitary condition in the kitchen during the evening hours.
5. Makes daily food prep lists for staff to execute for the Executive Chef, weekly events and ala cart
6. Checks to make sure all unused food is stored away properly at the close of the evening
7. Handles all minor complaints, requests and makes sure to report it to Executive sous chef or Executive chef and filed properly
8. Helps train night cooks, etc.
9. Makes order lists for night events and weekly needs.
10. Expedites food for dining room service
11. Responsible for all evening banquets
12. Must help with weekly menu planning and specials

### Contact:

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