

Property: Covered Bridge Golf Club

Staffer Name:

Department: Kitchen

Reports to: Executive Chef

Direct Reports:

Position Status: Full-time, Non-Seasonal, Salaried, Exempt

Job Description

Position Summary

Works with the Executive Chef in supervising food production for all food outlets, banquet events and other functions at the club. Serves as “second-in-command” of the kitchen in the absence of the Executive Chef. Supervises food preparation personnel, assists with food production tasks as needed and assures that quality and cost standards are consistently attained.

Essential Duties and Responsibilities

- Directly supervises the daily preparation of soups, sauces and “specials”.
- Works with the Executive Chef on inventories, pricing, cost controls, requisitioning and issuing for food production.
- Assumes complete charge of the kitchen in the absence of the Executive Chef.
- Manages employment activities for kitchen staff members, including but not limited to:
 - Interviewing, selecting, training,
 - Planning the work, developing work schedules, and apportioning the work,
 - Directing and monitoring work activities and evaluating performance,
 - Handling complaints and administering discipline; terminating as appropriate,
 - Ensuring sanitation and safety programs are closely followed.
- Establishes controls and monitors kitchen activities to minimize food and supply waste and theft.
- Assists the Executive Chef with menu planning and related production activities. Consistently maintains standards of quality, cost, eye appeal and flavor of prepared foods.
- Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability.
- Monitors the condition of equipment and makes recommendations for maintenance, repair and upkeep of the kitchen, its equipment and other areas of the club.
- Prepares reports, costs menus, makes schedules and performs administrative duties as assigned by the Exec Chef.
- Perform other duties as appropriate.

Education/Qualifications/Certifications

- College degree preferred.
- 2 years culinary experience, supervisory and/or management experience, preferably in the golf industry.
- State certified and/or Serve Safe certified.
- Demonstrated experience and capability in the areas of staff management and food control.

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- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Position Physical Requirements

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers
- Give and/or follow verbal and written instructions
- Supervise subordinates
- Visually inspect all work areas
- Operate equipment for several hours at a time
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 100 lbs occasionally, 50 lbs frequently, and 20 lbs constantly

Supervises

Sauce Cook; Fry Cook; Line Prep Cook; Breakfast Cook; Garde Manger; Butcher; Broiler Cook; Assistant Cook; Saute Cook; Salad Preparation Assistant

Working Conditions

Work hours may include days and evenings on weekdays and weekends. Work primarily indoors in a restaurant/lounge environment, with some outdoor work involving patio, pool, and on-course service. Will be exposed to sharp utensils, extremely hot stoves and grills, sharp and rapid equipment movements, hot food, potentially dangerous chemicals and solvents on a daily basis. May be exposed, from time to time, to inclement weather, potentially dangerous pesticides, herbicides, fertilizers, equipment movement hazards, and misdirected golf balls. Injury may result if safety policies and practices are not properly followed at all times.

Machine/Equipment/Tools Used

Kitchen appliances, grills, stoves, ovens, pots and pans, utensils.



Sous Chef

Position Description Acknowledgement

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the Company on an "At Will" basis. I further understand that this position description supersedes any and all prior descriptions issued.

Staff Member _____ Date _____

Supervisor _____ Date _____

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