



Position: Sous Chef

Reports To: Chef, General Manager & Chief Executive Officer

Job Purpose and Mandate: Is responsible assisting in the smooth running of the kitchen department. The primary function is to assist the Chef plan, organize, execute and maintain excellence in the selection of food served to the members and guests, ensuring the consistent delivery of quality service.

Duties:

Within the limits of authorized policies, procedures, programs and budgets:

- Assists the Chef with the scheduling of the kitchen and beverage cart staff;
- Assists with the tournament, league, member and daily specials menus and catering, including correct pricing;
- Assists the Chef with the Tournament Organizer to organize tournament meals and ensures the smooth delivery of same;
- As required, assists with ordering, receiving and examining foodstuffs and supplies to ensure quality and quantity meet established standards and specifications;
- Assists with selecting and developing recipes based on type of food to be prepared and applies personal knowledge and experience in food preparation;
- Ensures that recipes are tested and catalogued for staff use;
- Ensures that all food leaving the kitchen is accurate and portioned correctly;
- Assists in keeping kitchen and lounge open daily for the time agreed upon with management;
- General maintenance and cleaning of the kitchen, equipment and appliances;
- As required, assists with necessary maintenance of hood exhaust fans and all refrigeration and freezer equipment;
- As required, meets with Health Inspector and ensures kitchen and lounge meet or exceed standards; and
- And any other duties as may be required.

Requirements:

- Chef Certification Diploma or equivalent experience;
- Baking experience would be an asset;
- Fully experienced in all aspects of kitchen service; and
- Smart Serve Certified.