

This position oversees the a la carte dining line. This supervisor ensures that all food production workers are performing their duties as prescribed by the quality standards established by the Executive Chef and Food and Beverage Manager. The Sous Chef assumes all duties of the Executive Sous Chef when necessary.

Essential Functions:

- Report to work in uniform at posted scheduled times.
- Prepare daily specials as established or assigned by the Executive Chef. Complete quality control line check for each meal period.
- Supervises kitchen preparation of all stations and the production of all food.
- Verify that all portion sizes, quality standards, department rules, policies and procedures are maintained by kitchen employees.
- Assist with the training of kitchen personnel as well as food services staff.
- Assist with regular kitchen duties whenever possible, i.e., al-cart prep work, line cook assistance, cleaning and organizing kitchen.
- Become creative and diverse with left over product from banquet to be utilized for specials and cafeteria.
- Develop a very tight ordering process of produce and seafood. Build appropriate pars throughout the year based on business levels to ensure fresh product and less waste.
- Maintain high standards of quality and appearance of all food prepare and served
- Closing the kitchen properly.

At the end of the shift, oversee cleaning entire stations, including reach-ins, shelves and steam table. All unnecessary food must be returned to walk-in on proper shelf, all inserts.

- Develop organized prep sheets with each menu change.
- Overseeing see that all food prepared is of consistently high quality and that portions are consistently controlled. Food tickets are complete and out in a timely manner.
- Updating produce and sea food bid sheets.
- Supervises ongoing cleaning and work schedules of employees.
- Provides input regarding functions, menus, policies, etc.
- Maintain all necessary paper systems.
- Attend any meetings held regarding food and beverage planning when necessary.
- Must be able to work holidays and weekends.
- Assist Executive Sous Chef with purchasing as assigned.
- Perform other duties as assigned.

Required Qualifications:

- A degree from a post-secondary culinary arts training program is desirable. A minimum of 3 years in a food preparation position encompassing all phases of food preparation and kitchen operations is required. Must become familiar with and work with all kitchen equipment. May be required to perform a cooking test or tasting prior to being hired.
- Present a positive, professional image.
- Must be self-motivated and customer service oriented.
- Strong interpersonal as well as written and oral communication skills.
- Reliable and predictable attendance.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.

Physical Demands & Work Environment:

- Position is in busy, non-smoking clubhouse/restaurant in a private residential community in N. Scottsdale.
- Must be able to frequently sit, stand, bend, use hands to finger, handle, or feel; and talk or hear, stoop, kneel, crouch, crawl, and walk.
- Ability to lift up to 50 lbs., and to lift overhead and push/pull, move lighter objects.
- The employee is regularly exposed to wet and/or humid condition, moving mechanical parts, extreme cold, and extreme heat.
- The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals.
- The employee is occasionally exposed to risk of electrical shock.
- The noise level in the work environment is usually loud.