

**JOB POSTING  
BRAYS ISLAND PLANTATION**

**TITLE: Sous Chef (Full-time)**  
**DEPT: Culinary**  
**REPORTS TO: Executive Chef**  
**EXEMPT STATUS: Exempt**

**FUNCTION:** Supervises food production for all food outlets, banquet events and other functions at the club. Assists with food production tasks as needed and assures that quality and cost standards are consistently attained. Ensures that all programs and services are conducted and fulfilled in a manner consistent with the goals and objectives of Brays Island Plantation Colony, Inc.

**DUTIES AND RESPONSIBILITIES:**

1. Prepares or directly supervises the daily preparation of soups, sauces and "specials".
2. Assists Executive Chef in the supervision of kitchen staff; providing input into performance appraisals, disciplinary action, training, etc.
3. Assumes complete charge of kitchen in the absence of the Executive Chef.
4. Prepares monthly inventories, pricing, cost controls, requisitioning and issuing for food production.
5. Assists Executive Chef with sanitation and safety, menu planning and related production activities.
6. Consistently maintain standards of quality, cost, eye appeal and flavor of foods.
7. Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability.
8. Makes recommendations for maintenance, repair and upkeep of the kitchen, its equipment and other areas of the club.
9. Prepares reports, cost menus, makes schedules and performs administrative duties as assigned by the Executive Chef.
10. Personally works in any station assigned by the Executive Chef and/or Director of Food and Beverage.
11. Performs all closing duties per standard operating procedures.
12. Produces and executes catered functions to include reading function sheets and determining amount of production needed for number of people, type of function and cost of event.
13. Effectively communicate features and menu changes to front of the house staff through verbal and written communications.
14. Check all supplies, food, and non-food items as they are delivered by purveyors. As such, all perishable items, i.e. seafood, meats, produce, poultry, must be physically examined for freshness, and all return items or missed shipments must be properly documented on invoice.
15. Other duties as assigned.

Sous Chef

**PHYSICAL REQUIREMENTS:**

1. Must be able to work extended hours, weekends and holidays when necessary.
2. Position involves kneeling, stooping, bending, pushing, shoving, lifting, carrying and moving objects that can weigh up to 60 lbs. This can occur throughout the day repeatedly.
3. Must be able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
4. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities.
5. Must be mentally alert and detail oriented with good reasoning skills. Must be able to direct staff.
6. Must be able to adapt to the climate in the kitchen when all the ovens and stoves are on.
7. Must present a clean, well-groomed image.

**ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work in a well-lighted, temperature controlled area sufficient in size to allow freedom of movement to accomplish tasks. May also be exposed to the outdoor elements in an uncontrolled temperature with varied lighting.
2. Must be able to work on more than one assignment at a time with frequent interruptions, changes and delays and still remain focused.
3. Must be able to work effectively and cheerfully in an environment which may be stressful due to adversarial situations resulting from the performance of the department's mission.

**EDUCATION AND EXPERIENCE:**

1. Three years of on-the-job experience in preparation and production of quality food.
2. High school graduate or equivalent.
3. Graduate of an accredited culinary institute preferred.
4. Must have knowledge of all commercial kitchen equipment and tools

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change (e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.).**