

Executive Sous Chef
The Apawamis Club
Two Club Road, Rye, NY 10580

EXECUTIVE SOUS CHEF JOB DESCRIPTION

Responsible for overseeing à la carte and banquet service, ensuring all food production is to the Apawamis culinary standards while maintaining proper cost controls within budget guidelines. Strong emphasis on à la carte elevation and enhancement. Maintain the highest professional food quality and sanitation standards while meeting state required food safety guidelines and cleaning standards. The Sous Chef reports directly to the Executive Chef and takes their place when the Executive Chef is not present.

*Tentative start date will be between mid-March and early April

Essential duties and responsibilities:

- It is a hands-on, working chef position. Daily food production in the kitchen and working alongside staff is a requirement.
- Ensure that à la carte restaurant food production is to Apawamis quality standards, emphasizing à la carte elevation and enhancement.
- Responsible for final walk-through of à la carte line and verifying mise en place daily—opening and closing.
- Update culinary manual that has standardized recipes and food photos to maintain consistency.
- Control and avoid waste and spoilage by daily routine clean-up, stock rotation, refrigeration, etc.—ensure all stored food is labeled and dated in compliance with NY Serve Safe regulations.
- Keep equipment in proper function and report any machine not functioning for repair.
- Ensures that high standards of sanitation, cleanliness, safety and food production are maintained throughout all kitchen areas at all times.
- Interacts with food and beverage managers to ensure that food production consistently exceeds the expectations of members.
- Promotes kitchen personnel training and development to ensure staff can meet the high expectations of members.
- Ensures all culinary staff is wearing the proper uniform attire at all times and adhering to any and all COVID-19 safety regulations.
- Provides counsel and advice to all direct managers and staff and conducts personnel evaluation sessions as needed.
- Assists the Executive Chef in monitoring the operating budget.
- Attend Food & Beverage meetings and management training classes as required.
- Furthers his/her continued development by participating in appropriate seminars and conferences as approved by the Executive Chef.

Supervisory Responsibilities:

- Directly supervises culinary staff. Interacts with other department managers to provide accurate and timely information professionally. Make sure staff is operating at the highest level of culinary standards.
- Carry out supervisory responsibilities per the Club policies and applicable laws. Responsibilities include, but are not limited to; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Provides technical, operational, and safety training for employees to ensure that staff is working within OSHA, club safety, state, and federal guidelines for safe working conditions.

Requirements:

- A minimum of five-years of experience in a quality, high-volume, upscale private club, hotel, or fine dining restaurant
- Must have experience in global cuisine and current trends in the industry
- Completion of an apprenticeship program or degree from an accredited culinary institute is preferred but not required
- High school diploma or equivalent
- A minimum of five years of supervisory experience

The Successful Candidate Will:

- Work well under pressure, be organized with his/her task list, demonstrate self-motivation, and be an active problem solver.
- Have an energetic, enthusiastic, friendly, and professional demeanor demonstrating personal pride and attention to detail.
- Be able to work a flexible schedule including weekends, holidays, and nights as necessary to adapt to the needs of the Club, leading the kitchen staff by example.
- Understand the culture of a private club membership and industry food trends

Salary & Benefits:

It is a full-time, exempt, salaried position. Pay range is based upon education and experience.

The Apawamis Club employee programs include:

- Vacation and paid time off (PTO)
- Discretionary bonus plan
- 401k with 4% employer match
- Medical, dental, vision insurance
- Prescription reimbursement card
- Tuition assistance/Scholarship program
- and much more!

Apawamis by the Numbers:

- 712 members in all categories, Strong wait-list
- 16,000 annual rounds; 2020: 25,000 rounds
- \$14M gross volume
- \$3M F&B
- 61% à la carte; 39% banquet
- \$6.8M gross payroll and related
- 64 full-time; 194 seasonal
- Membership median age is in the mid-fifties

The Apawamis Club:

A commitment to excellence is a private, invitation-only club with an impeccably maintained 18-hole golf course, seven hard tennis courts, three paddle courts, seven squash courts, elegant indoor and outside dining options, two pools, and an extensive social program. As a member-owned club, everything at the Apawamis Club is customized to provide our members with the best experience possible.

The Apawamis Club's mission is to provide a valued experience for members and guests through highly desirable facilities, amenities, and services delivered in a traditional golf and country club environment in an atmosphere of mutual respect for members and employees.

Culture and teamwork is the Core value at Apawamis, it is what truly defines our beloved Club and its people. It's a business where excellence is expected by and from its leadership; a home away from home where every member and employee can expect to be treated with dignity and respect; and a haven where deep friendships and lifelong memories are made and celebrated daily. Core values are the attributes and characteristics of our members and employees are expected to demonstrate in their personal behavior. Our core values are Integrity, Respect, Trust, Stewardship, Accountability, Teamwork, and Honesty.

To apply for this position, please submit your resume and cover letter to Chris Reveron, Exectutive Chef at creveron@apawamis.org