



Sous Chef

Job Summary:

To assist the Executive Chef in the production of all catering and a la carte services at the required times to the Club's standards, within the agreed specification and performance, qualitative and financial targets. To have a positive attitude, constantly striving for improvement and innovation.

Base Compensation: Commensurate with experience

Reports to: The Executive Chef

Hours: Nighttime role with additional needs of the department and event schedule.

Essential Job Functions:

- Manage the quality and hygiene of the food cycle from preparation through to delivery
- Motivate and lead employees to perform their roles to a high standard and in alignment to policies and procedures
- Actively engage and evaluate the catering and a la carte menus for continued improvement and development
- Ensure the prompt provision and efficient service of all meals and catering requirements at the specified time to the standards set forth
- Ensure that all equipment used, is in safe working order, checked regularly and serviced
- Report any faults to the Chef, ensure they are rectified, and ensure equipment is not used until safe
- Ensure that all equipment, kitchen, and overall establishment, is always safe and secure
- Ensure food safety and sanitation is maintained and always set as a priority
- Assist the Executive Chef to maintain and manage the schedule for all kitchen employees
- Assist the Chef in maintaining excellent relationships with the Front of House
- Collaborate with the Chef and others in the management team on planning and executing regular beer and wine dinners, cooking classes, and specialty dinners for the membership throughout the year
- Take action regarding customer compliments by praising staff and resolve complaints satisfactorily while addressing negative reviews and taking action as needed
- Attend to and take all necessary action, statutory or otherwise, in the event of incidents or accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate
- Recruit, manage, induct, train, motivate and appraise staff to promote good employee relations and operate within Club procedures
- Maintain training records for all staff, ensuring that individual needs are recognized and met either through on or off job training
- Ensure that all Club employees project a positive, approachable, friendly and professional image
- Attend Continuing Education and Training Courses as requested
- Additional duties and responsibilities as assigned by the Executive Chef

The Racquet Club of Philadelphia offers full-time employees 100% covered medical benefits, two weeks of vacation time, sick and personal leave, and an energetic and friendly work environment.

Compensation will be commensurate with qualifications and Job Experience. Interested candidates can submit their resume and cover letter to Jessica Chadwick via email at jessica@rcop.com.