



## Sous Chef

I. **Position**  
Sous Chef

**Classification**  
Full-Time Seasonal, Salaried, Exempt

II. **Reports To**  
Executive Chef

III. **Job Summary**  
The Sous Chef will be responsible to work directly with the Executive Chef to manage and oversee all kitchen operations. This includes food production for all food outlets, inventory control, hands-on station work and shared supervisory responsibilities that will help lead the culinary team together with our Executive Chef. A successful candidate will need a varied culinary background and should have excelled experience of both new and classic techniques.

The Sous Chef is a **seasonal** position that starts at the beginning of March and goes through November, these dates can fluctuate by up to two weeks.

On average, the expected workload equates to 50 hours per week, subject to business level, with an average of 5-6 days per week in season. This includes being available days, nights, weekends and holidays.

- IV. **Qualifications**
- Must be 18 years of age
  - Minimum 5 years of upscale culinary experience preferred
  - Minimum 1 years of kitchen management experience
  - Minimum 2 years of culinary schooling preferred
  - Servsafe certified
  - Knowledgeable on various commercial kitchen equipment
  - Capable of lifting 50 pounds
  - Must be able to bend, squat, lift raise as needed along with carrying 10 pounds for an extended distance
  - Knowledge of inventory management
  - Proficiency in Microsoft Excel and Word
  - Required to stand for long periods of time

- Ability to communicate with employees in a positive and professional manner

V. **Responsibilities & Duties**

- Monitor daily inventory levels and assist with monthly inventory
- Daily organization of all inventory items
- Submit daily purchase orders
- Receive deliveries and distribute to appropriate locations
- Assist in completing weekly staff schedules
- Assist in menu development and pricing
- Observe and assist in the completion of daily food preparation
- Responsible for maintaining quality of food product and ensuring consistency in standards
- Leading, mentoring and directing all kitchen staff to provide the highest quality to our guests and their needs
- Work directly with the Executive Chef and Food and Beverage Director on upcoming events
- Assists with pre-shift meetings with front of the house staff to relay relevant information
- Maintain a positive and professional approach with coworkers and guests
- Ensure all kitchen staff completes daily tasks before end of shift
- Comply with and enforce sanitation regulations and safety standards
- Adhere to safety regulations as provided by Erin Hills and OSHA
- Follow guidelines and policies set forth by Erin Hills Employee Handbook

VI. **Benefits**

- 401(k), after first year if requirements are met
- Insurance
- Uniform allowance
- Employee golf privileges
- Cell phone reimbursement
- Employee discount on food and beverage and pro shop purchases
- Opportunity for performance-based bonus

Interested applicants should contact Executive Chef Ty Arvold at [Tya@Erinhills.com](mailto:Tya@Erinhills.com).