



## JOB POSTING

Date of Notice: August 20, 2019

Position Title: **SOUS CHEF**

Job Location: Bandon Dunes Golf Resort  
Trails End

Position Reports To: Executive Chef/Chef de Cuisine

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources  
Bandon Dunes 57744 Round Lake Road, Bandon, OR 97411  
Fax: 541-347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### Primary Duties:

- Directly supervises the daily production and preparation of menu items and specials
- Works with the Executive Chef/ Chef de Cuisine on inventories, pricing, cost controls, requisitioning and issuing for food production.
- Assumes complete charge of the kitchen in the absence of the Chef de Cuisine.
- Manages employment activities for kitchen staff members, including but not limited to:
  - Interviewing, selecting, training,
  - Planning the work, developing work schedules, and apportioning the work,
  - Directing and monitoring work activities and evaluating performance,
  - Handling complaints and administering discipline as appropriate,
  - Ensuring sanitation and safety programs are closely followed.
- Establishes controls and monitors kitchen activities to minimize food and supply waste and theft.
- Assists the Executive Chef/ Chef de Cuisine with menu planning and related production activities. Consistently maintains standards of quality, cost, eye appeal and flavor of prepared foods.
- Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability.
- Monitors the condition of equipment and makes recommendations for maintenance, repair and upkeep of the kitchen, its equipment and other areas of the club.
- Prepares reports, costs menus, makes schedules and performs administrative duties as assigned by the Exec Chef.
- Perform other duties as appropriate.

### Minimum Qualifications:

- College degree preferred.
- 2 years culinary experience, supervisory and/or management experience, preferably in the golf industry.
- State certified and/or Serve Safe certified.
- Demonstrated experience and capability in the areas of staff management and food control.
- Demonstrated quality written, verbal, and interpersonal communication skills.



- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a completed application, cover letter and resume to the address shown above prior to the closing date. Complete position description available upon request.*

**Bandon Dunes is an Equal Opportunity Employer**