

# **Executive Sous Chef**

## **The Villages Golf & Country Club**

### **Position Summary**

The Executive Sous Chef plays a key leadership role in the daily culinary operations of The Villages Golf & Country Club. Working directly under the Executive Chef, this position is responsible for executing menus with consistency and excellence, leading and developing kitchen staff, and upholding the Club's standards for quality, presentation, safety, and member satisfaction across all dining venues, banquets, and special events.

This role requires a hands-on leader who thrives in a private club environment, values structure and accountability, and supports a culture of professionalism, teamwork, and continuous improvement.

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### **Key Responsibilities**

#### **Culinary Execution & Quality Control**

- Execute all menus to established standards, ensuring consistency in taste, presentation, and portion control
- Oversee daily kitchen production for a la carte dining, golf operations, banquets, and member events
- Enforce all recipes, plating standards, and SOPs without shortcuts or compromise
- Assist with menu development, seasonal offerings, and special event menus
- Maintain high standards for food freshness, cleanliness, and organization

#### **Leadership & Staff Development**

- Supervise, train, and mentor all kitchen staff in the absence of the Executive Chef
- Lead by example with professionalism, work ethic, and attention to detail
- Ensure proper staffing, station readiness, and clear communication during service
- Support ongoing training, cross-training, and performance accountability
- Foster a respectful, team-oriented kitchen culture

#### **Operations & Cost Control**

- Assist in managing food costs, labor efficiency, and waste reduction
- Monitor inventory levels, ordering, receiving, and proper storage procedures
- Support accurate recipe manuals, costing and portion compliance
- Assist with banquet forecasting, prep planning, and execution
- Work closely with FOH leadership to ensure seamless service and event success

## **Safety, Sanitation & Compliance**

- Enforce all health department regulations, HACCP standards, and club policies
- Ensure proper food handling, storage, labeling, and sanitation procedures
- Maintain a clean, organized, and safe kitchen environment always
- Support equipment care, reporting maintenance needs promptly

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## **Qualifications**

- Minimum 5 years of progressive kitchen leadership experience; private club or high-volume upscale dining preferred
- Proven ability to lead teams and execute consistently under pressure
- Strong organizational, communication, and time-management skills
- Solid understanding of food costing, inventory, and kitchen controls
- Culinary degree or equivalent professional experience preferred
- ServSafe certification required (or ability to obtain promptly)