



CHARLOTTE COUNTRY CLUB

## Culinary Banquet Supervisor Full Time

### **General Description:**

Assist in maintaining smooth operations of the kitchen during assigned shifts. Ensures food is prepared according to Executive Chef's specifications and assist in training line staff to the Club and kitchen's standards. Responsible for the kitchen operations in the absence of the Chef on duty.

### **Essential Functions:**

- Proceed in preparation of all menu items in assigned area on a daily basis
- Complete all mise en place and counts match guarantees
- Precisely follow portion control, preparation of food, consistency of food, flavor and doneness as determined by Culinary department
- Consult with Sous Chef/Executive Chef on forecasts, dining reservations, special functions and specials of the day and ask for specific duties to prepare items to specifications
- Check coolers for proper rotation of food to prevent spoilage
- Ensure adequate amount of product is on hand and let supervisor/Purchaser know what to order
- Ensure proper sanitation procedures are followed
- Take required breaks, notifying supervisor prior to leaving station
- Prepare food to order on a daily basis
  - Maintains 100% satisfaction from Members
  - Responsible for quality of employee meal at assigned shift
- Properly store all mise en place and submit production needs for following day by end of shift
- Work all line stations required
- Develop and train line staff including interns/externs to standard performance level
- Assure safe, clean, healthy work conditions for all personnel
  - Is familiar with Club's fire, safety and health procedures
  - Knowledgeable in all areas of food safety and health inspection criteria
- Communicate with the Sous Chef/Executive Chef to ensure proper service according to assigned shift
  - Report mechanical issues to Sous Chef/Executive Chef
- Report to work on time in a well groomed, professional and acceptable manner as outlined in the employee handbook
- Assist Culinary team in achieving labor and food cost budget numbers

**Qualifications:**

- A team spirit and positive attitude is a must.
- Knowledge of and ability to prepare, cook and serve meals.
- Knowledge of proper nutrition, sanitation and safety laws and standards.
- Must be able to read, write and speak in English.

**Education/Experience:**

Associate's degree or equivalent from two year college or technical school; or three to five years related experience and/or training; or the equivalent combination of education and experience

**Physical Requirements:**

- Must be able to lift 35 lbs., stand for long periods of time, and climb stairs daily.
- Ability to bend, and lift frequently.
- May encounter temperatures ranging from 32 degrees to 425 degrees around equipment.
- May occasionally walk on slippery surfaces.
- Noise level in the work environment can be occasionally loud.

**Hours/Schedule:**

Must be able to work holidays and weekends.

**Pre-Employment:**

All candidates will have to submit to a thorough background check. We are a drug free workplace.