



RCS Hospitality Group  
a new generation of hospitality management  
6412 Brandon Ave. #339 Springfield, VA 22150  
[www.consultingRCS.com](http://www.consultingRCS.com)

Position Available:

**SOUS CHEF**

**Manor Country Club, Rockville, MD**

Manor Country Club is looking for a full time Sous Chef to focus on Banquet and Special Events. The Sous Chef will have a minimum of 3 years of progressive experience in a kitchen, ideally with a private member owned country club. The ideal candidate will have a diverse professional skill set, focusing on effective communication, organization, and practical knowledge of culinary operations.

**POSITION RESPONSIBILITIES:**

Responsible for all aspects of catered events. Assist Executive Chef and Executive Sous Chef in all daily kitchen activities, while supervising kitchen staff. The successful candidate will be comfortable meeting with members and guests to help develop their special event menus. This person will oversee operations during times of limited banquets. The successful candidate will have a history of working in an ethnically diverse kitchen, building teamwork, and training kitchen staff.

- Assume Executive Chef's and Executive Sous Chef's responsibilities in their absence, following their protocols.
- Communicate and work closely with the front of the house and catering sales staff.
- Prepare food consistently and of high quality following the recipe given.
- Label and date all food containers, discard old or spoiled products.
- Assist in daily receiving and storage of food items, while checking for quality and temperature upon delivery.
- Practice safety standards at all times, including sanitation.
- Assist in training other cooks and back of the house staff in maintaining standards and recipes.
- Assist in daily menu planning and purchasing.
- Direct and assist in preparing daily banquets or other food prep needs or other workplace concerns.
- Prepare foods as needed for daily and weekly use in restaurants, i.e. snack bars or banquets.
- Plan and execute daily features for restaurants.
- Prepare appropriate amounts of food in advance as needed for shift and/or following shifts.
- Reheat and cool food items properly as indicated by HAACCP.
- Maintain perishables at proper temperatures, while documenting in HAACCP logbook daily.
- Notify Executive Chef or Executive Sous Chef of any issues with food, recipes, or food temperature issues.
- Properly portion and store food items.
- Control food waste, loss, and usage.
- Assist Executive Chef in ordering product based on food production and usage.
- Check pars for shift use, determine necessary preparation, ensure proper setup for banquets, and time items to be pulled from the freezer. Note any out of stock items or possible shortages.
- Assist in prep work in all outlets as required.
- Prepare employee meals as needed.
- Clean workstation, including refrigerators, walls, and tables at the end of shift as well as wrap all food products at the end of shift.
- Return all extra food items not used during shift to designated storage area as required, following proper cooling procedures.
- Label and date all items.
- Carry out any reasonable requests by the supervisor.
- Participate in monthly food inventories.
- Notify and follow up with the engineering department regarding kitchen equipment repairs.



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#### CANDIDATE EXPERIENCE AND QUALIFICATIONS:

- Must have a history of and passion for training staff.
- Must be able to think constructively and solve problems.
- Ability to set priorities and adjust to changing conditions.
- Excellent human relation skills; Must have the ability to lead by example through his/her work habits and mannerisms.
- Knowledge of the culinary profession and problems relevant to management of the kitchen.

#### EDUCATIONAL QUALIFICATIONS:

- A culinary degree from approved school or completion of an approved apprentice program is preferred.
- High school diploma or equivalent.
- Must have Montgomery Serve Safe and Allergen Certificate.

#### SALARY RANGE:

Base Salary is commensurate with the candidate's qualifications and experience in the range of \$60-70k. The Club provides excellent benefits to include medical, dental, life, and disability. Eligible for Club sponsored 401K with matching funds program, as well as paid vacation, sick leave, and holidays. Also eligible for any other Club sponsored incentive programs as offered from time to time.

#### REPORTS TO:

Executive Chef

#### CLUB INFORMATION:

Manor Country Club classic clubhouse sits among gently rolling terrain and majestic trees in Rockville, MD. Located less than 15 miles from downtown Washington DC, Manor is a premier member-owned private club in the Washington DC area. Manor Country Club has an excellent foundation of amenities, spread out in a campus-like setting, and enjoys great outdoor spaces for entertainment and support activities. Truly a Club for 'the family', Manor Country Club has a large number of activities and special events, including the annual fireworks celebration that draws well over 1,800 members and guests!

At Manor Country Club, members enjoy all the luxuries of a modern, private club, including an Arthur Hills renovated golf course, a year-round tennis facility, a state-of-the-art Fitness Center located in the main clubhouse, and a vibrant dining scene including outdoor patio seating and a newly built "Tiki Bar."

#### FOOD AND BEVERAGE OPERATION:

Manor Country Club has over 900 members and total annual revenue of approximately \$9M. The food and beverage operation consists of the Main Dining Room with 80 seats, The Lounge, Club Room, with 96 seats, The Trophy Lounge with 48 seats, and The Patio that seats 94, in season. Banquet and Special Event space consists of a Ballroom that seats 250, and a Boardroom with seating for 32. Total annual Food and Beverage revenue of approximately \$3.4M. Total annual Banquet and Special Event revenue of approximately \$1.5M.

#### INSTRUCTIONS FOR APPLYING:

Please send a cover letter outlining your career progression choices, a resume, references, and salary requirements to: Brian Armstrong at [Brian@ConsultingRCS.com](mailto:Brian@ConsultingRCS.com).