



## **Sous Chef Job Description**

### *The NuWray Hotel/Carriage House Sundries*

The Sous Chef supports the Executive Chef in managing the kitchen operations for Carriage House Sundries at the NuWray Hotel. The Sous Chef assists with day-to-day operations of the NuWray Hotel culinary department, upholding service standards, and helping to meet and exceed profit goals.

#### **Responsibilities include (but are not limited to):**

- **Operational Management:** Assist with the management and proper operation of the Carriage House Sundries kitchen primarily, but also Roland's, and the Old Ray restaurant.
- **Staff Leadership:** Hire, train, and supervise kitchen staff, fostering a positive and productive work environment.
- **Sanitation and Safety:** Ensure compliance with federal, state, and local sanitation and safety regulations. Practice and enforce safety standards.
- **Scheduling:** Schedule kitchen employees according to staffing guides and weekly forecasts to ensure efficient operation, including cutting staff according to real-time performance measures.
- **Menu Development:** Develop new menu ideas and recipes in collaboration with the Executive Chef, incorporating seasonal and local ingredients.
- **Guest Satisfaction:** Monitor and maintain high levels of guest satisfaction by ensuring food quality, value, variety, and timeliness. This includes the need to occasionally table touch and walk the dining areas.
- **Cost Control:** Manage food costs through wise purchasing, accurate pricing, portion control, and waste reduction.
- **Inventory Management:** Perform and oversee inventory of perishable and non-perishable goods, ensuring proper stock rotation and avoiding spoilage.
- **Equipment Maintenance:** Ensure all kitchen equipment is properly maintained and stored, and coordinate repairs as needed.
- **Reporting:** Write and file reports regarding kitchen activities, performance, and any issues that arise.
- **Collaboration:** Coordinate kitchen operations with the Executive Chef, Restaurant Operations Manager, Assistant FOH Manager, and purchasing department to ensure seamless service.
- **Training and Development:** Assist in the training of service staff regarding ingredients, kitchen procedures, and food presentation. This includes daily line-up with FOH staff.

- Performance Evaluation: Review and evaluate kitchen employees regularly, providing feedback and guidance to ensure continuous improvement.
- Professional Conduct: Uphold the goals, culture, service standards, and values of the NuWray Hotel.

**Requirements and Qualifications:**

- Education: High school diploma required. Culinary degree, certification(s), or formal apprenticeship training preferred.
- Experience: Minimum of five (5) years of related culinary management experience. Minimum of 5 years of line cook experience. Equivalent combinations of education, experience, and training will be considered.
- Financial Acumen: Proficiency in inventory and cost controls, fiscal planning, and profit and loss reporting.
- Leadership: Demonstrated leadership qualities with the ability to develop respect and loyalty among peers, subordinates, and upper management.
- Guest Service: Proven commitment to delivering world-class guest service and the ability to motivate others to do the same.
- Communication: Excellent communication skills (oral and written), the ability to communicate ideas effectively. The necessity of good communication can not be overstated.
- Ability to learn and use new technology is essential.
- Interpersonal Skills: Strong interpersonal skills to work with a diverse group within the organization.
- Initiative: Proactive with exceptional professionalism, good judgment, and the ability to anticipate, address, and troubleshoot issues.
- Organizational Skills: Strong organizational, planning, and project and time management skills. Ability to prioritize work under deadlines with a focus on quality and detail.

**Compensation:**

Competitive salary commensurate with experience, potential for benefits as the company grows

**To Apply:**

Please send a cover letter and resume (including references) to [jobs@nuwray.com](mailto:jobs@nuwray.com). Qualified candidates will be contacted for an interview, and the position will remain open until filled.

**About the NuWray:**

The NuWray Hotel is North Carolina's oldest continuously operating hotel and restaurant, and its unique version of southern hospitality has earned it a long-standing national reputation. The hotel has undergone a full-scale restoration over the past four years, and reopened in 2024 with 27 rooms and a full-service restaurant, including indoor and outdoor seating, multiple bars, and a secondary restaurant & retail shop in the Carriage House building just behind the main hotel. With its grand reopening, the NuWray can take its place once again as the Grande Dame of Burnsville, nestled in the heart of the WNC mountains.