



Sous Chef

Wheaton Park District

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Closing Date:

Salary: \$50,930 - \$76,395, DOQ

Description:

The Agency

The Wheaton Park District (WPD) was established by the citizens of Wheaton in 1921 and has a rich history of elevating the quality of community life through its parks, facilities, programs and services. Today, citizens enjoy active and passive parks owned and leased by the district across fifty-four (54) sites totaling nearly 900 acres. Recreational facilities owned and/or operated by the District include the Ray Morrill Community Center, Parks Plus Fitness, Central Athletic Complex, Northside Park Family Aquatic Center, Rice Pool and Water Park, Arrowhead Golf Club, Lincoln Marsh Natural Area, Mary Lubko Center, Memorial Park Bandshell, Clocktower Mini Golf Course and Skate Park, Cosley Zoo, and DuPage County Historical Museum. The Wheaton Park District is an Illinois Distinguished Accredited Agency and is a recognized leader in the delivery of parks and recreation services in Illinois. WPD is a four-time winner of the NRPA Gold Medal Award for excellence in the field of park and recreation management.

Arrowhead restaurant offers a fine-dining experience with stunning views that overlook our 27-hole golf course. In addition to our restaurant, we also cater to events such as weddings, banquets, golf outings, showers, and corporate events while exceeding guest expectations.

District mission, vision and core values

Mission: To create vibrant, welcoming spaces and activities that inspire fun, foster connection, strengthen the community, and enrich well-being for all.

Vision: To be the community leader in offering fun and inclusive experiences inspired by nature, powered by creativity, built on collaboration, and guided by integrity.

Values: Community, Respect, Excellence, Adventure, Teamwork, Equity

The Position:

This position is responsible for overseeing, providing, and coordinating quality production of the food for banquets, weddings, golf outings, off premise events, as well as supporting the restaurant and bar

menu that exceeds the expectations of all guests while helping provide food product in a timely and cost-effective manner. Develop menus, food purchase specifications and recipes. Maintain the highest professional food quality and sanitation standards.

Essential Functions

- Follow menu requirements in relation to plate specifications and recipe adherence.
- Utilize inventory in a most effective manner to maximize costs and control waste while adhering to the kitchen budget and providing a superior product.
- Develop menus for all phases of the organization including restaurant, banquets, meetings, special events, and half-way house.
- Ensure that a high standard of sanitation, cleanliness, and safety are always maintained throughout all kitchen areas to meet state, local, and internal rules, and regulations.
- Manage all kitchen staff certifications making sure all are valid and up to date.
- Monitor kitchen staff from both the line & banquet to ensure that food is created in sufficient quantities while minimizing over-production waste.
- Utilize inventory to control and limit waste while adhering to the kitchen budget/profit percentage and providing superior product.
- Maintain an updated accurate recipe, prep guides, and costing of all dishes.
- Inspect food preparation and serving area to ensure observance of safe, sanitary food handling practices and dispose of any trash.
- Substitute for or assist other cooks during rush periods and or emergencies.
- Train staff to follow portion control and product waste guidelines.
- Maintain labor cost within the guidelines of the budget and seasonal needs.
- Create and develop recipes and specials.
- Create and order food products within proper inventory guidelines and equipment requirements to execute menus.
- Ensure all food is purchased in accordance with menu specs, food bid requirements and guidelines set by the Executive Chef and Director of Arrowhead Operations.
- Ensure all menu items are available 100% of the time.
- Manage responsible prepping for anticipated usage.
- Confirm function sheet for time and special preparation needs.
- Attend weekly event meetings with banquet and restaurant staff to ensure up to date information is communicated and performed consistently.
- Support banquet and restaurant operations by remaining accommodating to all special requests.
- Maintain temperature checks for each shift.
- Cooking or prepping when needed as directed by Executive Chef.
- Expedite food when line is appropriately staffed.
- Ensure that high standards of sanitation, cleanliness, and safety are maintained throughout all kitchen areas at all times to meet state, local, and internal rules and regulations.
- Ensure uniforms and appearance meet Arrowhead standards.
- Perform Executive Chef's daily duties in his/her absence.
- Create staff schedules to provide efficient use of labor and approve timecards.
- Create daily prep lists for restaurant and banquet events ensuring correct amounts and quality of products is produced.
- Meet dress and grooming standards maintaining a professional appearance.
- Maintain secure storage areas to prevent loss of product.
- Support, promote, and make recommendations regarding all safety, health, and loss control policies as adopted by the District.
- Contribute to a feedback rich environment.

- Hire, train, manage, lead, coach, direct, schedule, discipline, motivate, evaluate, provide quarterly feedback and recommend merit increases for assigned staff ensuring an effective and efficient department and successful District run in accordance with Department of Labor laws and District policies and procedures.
- Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.

Why you should apply:

Arrowhead is owned and operated by the Wheaton Park District. Park districts are all about leisure, recreation, and conservation. If this interests you, we offer the following:

- Health (HMO, PPO, or HSA), with very low employee contribution for employee, spouse, and dependents.
- 100% employer paid dental insurance for employee, spouse, and dependents.
- 100% employer paid vision insurance for the employee.
- 100% employer paid life insurance at 1.5 times your annual salary.
- Health insurance waiver incentive up to \$4,500 per year.
- FSA and Dependent Care pre-tax via payroll deduction.
- Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions.
- Paid time off including 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.
- Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.
- Tuition Reimbursement, discounts on merchandise, professional memberships, and other voluntary benefits.

Position Salary Range

Min	Mid	Max
\$50,930	\$63,663	\$76,395

The Qualifications:

To be considered for this position, we are looking for:

- Must be a high school graduate or GED equivalent with at least three (3) years of experience in a Sous Chef position.
- Must have or be in the process of obtaining a Food Sanitation Certificate and be at least 18 years of age or older.
- Must have experience managing a staff of at least eight (8) or more for at least two (2) years.
- Must have knowledge of sauces, soups, cold and butcher, roast, fry, grill, and basic solving, analytical, organizational, interpersonal, and written and verbal communication skills.
- Must have and maintain a valid driver's license with acceptable driving record;
- CPR/AED certified or obtain within 90 days of employment
- Illinois food sanitation certificate; and Basset certificate.

Physical and Environmental Demands

Physical

Must be able to: work extended hours to include weekends, nights, and holidays as necessary; frequently stand for long periods of time, walk, reach, handle, and finger, grasp, bend, crouch, kneel, stoop, twist, crawl; frequently lift, carry, push, or pull up items such as bags of vegetables, plates/pans, water buckets, hotbox on wheels, etc. to 50 lbs. and over 50 lbs. with assistance including over shoulders and head; and occasionally sit while using a computer. Must be able to taste

and smell. Must be able to work long hours during peak or busy periods.

Environmental

Must be able to: work in a controlled environment and experience a moderate noise level; and frequently work on wet or slippery surfaces consisting of oil or grease. Frequently exposed to cleaning chemicals used in a kitchen.

Hours

Hours may vary based on the needs of the facility

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/9aed5ffe-0a83-3ac6-2104-70b94c6e1c57/apply?source=3723392-CS-26822>

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V