



Founded in 1865, the Tanglin Club is Singapore's leading private members' club with members from more than 60 countries. The Club offers a diverse range of social and sporting amenities in the exclusive Claymore district, along with reciprocal partnerships with over 130 outstanding private members' clubs throughout the world. The Club is also listed in the Top 100 of the Platinum City Clubs of the World 2022-23, which represents the finest clubs in the world that demonstrate excellence in all aspects of their operations. We are now looking for an individual to be part of our Team:

### **Junior Sous Chef (Tavern Kitchen)**

#### **Your Job Responsibilities include, but are not limited to:**

- Control the smooth running of the kitchen section on a day-to-day basis, training staff.
- Follow all systems of control, monitoring food ordering, and maintaining food cost, standards set by the Food & Beverage Operations Director.
- Ensure that all preparation and production of pastry items for the Club's outlets are carried out on time to the standard of the Food & Beverage Operations Director.
- Attend weekly meetings set by the Food & Beverage Operations Director.
- Aware of and comply with all legislation affecting operations, including licensing regulations, health regulations, fire and safety regulations.
- Ensure disciplinary and grievance procedures are properly adhered to and followed.
- Handle customer comments and complaints and take swift corrective action after consultation with the department head concerned.
- Responsible and accountable for department food cost as well as kitchen supplies, kitchen energy costs, and kitchen utensils.
- Responsible for monthly inventory of food supplies and kitchen equipment.
- Find ways to improve the efficiency of operations.
- Assist the Pastry Chef in constantly finding ways to further improve food cost through strategic purchasing, without negatively affecting pre-determined quality standards.
- Constantly strive to reduce energy consumption through awareness campaigns within all kitchens.
- Co-operate with and drive forward the implementation of minimum operating standards in all Food & Beverage kitchens through close follow-up with Outlet Managers.
- Complete detailed checks of Outlet operations during whole service periods, taking necessary actions to correct any deviation from quality standards.
- Plan and coordinate dessert menu/cake of the month implementation in a timely manner
- Perform any other reasonable duties as required by the department head from time to time.

#### **Required Qualifications & Experience:**

- Diploma in Culinary Arts and at least 2 years of relevant experience in a similar capacity.
- Possess a valid food hygiene and safety certification.
- Able to work rotating shifts, on weekends and public holidays.
- Respectful, team player who work cordially with peers and others.
- Self-driven to manage tasks assigned.
- Work well in a fast-paced environment.

**Interested applicants, kindly submit a comprehensive resume with your notice period and expected salary to:**

**[tcrecruit@tanglin-club.org.sg](mailto:tcrecruit@tanglin-club.org.sg)**

**Employability Partner: NTUC's e2i (Employment and Employability Institute)**