About the Office:
Gracie Mansion, also known as New York’s “People’s House” has served as the official residence of the Mayor of New York City since 1942 when Fiorello H. La Guardia first lived in the structure. Gracie Mansion’s history dates back to 1799, when it was constructed by New York merchant named Archibald Gracie. In addition to serving as the official residence of the Mayor and his family, Gracie Mansion is also the site of numerous mayoral events and functions.

About the Role:
Gracie Mansion is seeking a Junior Sous Chef to support the Executive Chef. The Junior Sous Chef will manage daily kitchen activities, prepare seasonally-appropriate menus, and plan and direct food preparation in the kitchen. The Junior Sous Chef will be responsible for daily production and execution of the Mansion’s banquet culinary operation. The Junior Sous Chef will also assist with preparation for events held on the premises. The ideal candidate will bring a keen eye for details and an ability to provide exemplary customer service while maintaining attentiveness to dietary requests and restrictions. Duties include but are not limited to:

- Ensure that the kitchen staff work harmoniously in order to ensure timely production of quality foods
- Manage food logs and ensure effective stock purchase, receipt and storage of food
- Ensure that working areas are always kept clean
- Supervise, support and guide kitchen staff
- Ensure that required standards are adhered to in the production and preparation of food – in quality, quantity and safety
- Ensure all complaints, inquiries, and suggestions by clients are addressed
- Resolve possible disputes within the kitchen and report any unresolved
- Promote good team spirit
- Ensure all dishes are prepared according to specification and served at the correct quality, portion size, and temperature
- Partly responsible for the preparation of kitchen cleaning rosters and the supervision of cleaning schedules
- Prepare substitute items
- Report the need for maintenance to appropriate staff
- Assists the Executive Chef with maintaining all standard recipes on our software
- Completes scheduled inventories, stocks and requisitions necessary supplies, supporting procedures for portion and waste controls
- Comply with attendance rules and be available to work on a regular basis.
Qualifications and Skills:
- 1-3 years of experience minimum in off-site catering, pop-up restaurants or large-scale banquets
- Excellent working knowledge of many styles of cuisine and types of events
- Strong Computer Skills (Microsoft Office, Outlook)
- Fluency in English, written and spoken
- Bi-lingual ability a plus
- Culinary degree a plus
- Flexibility with respect to schedule and working conditions required (catered events are held in all seasons, both inside and outside of Gracie Mansion)
- Ability to move and/or transport objects weighing less than or equal to 50 pounds as well as perform other physical activity associated with kitchen duties
- Strong interpersonal and problem solving abilities
- Ability to focus attention on client’s needs, remaining calm and courteous at all times

Salary: Commensurate with Experience

To Apply: Please submit a resume, cover letter and three (3) references to Candidate Application

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers