

# PAPER MILL PLAYHOUSE

## FM KIRBY CARRIAGE HOUSE RESTAURANT at PAPER MILL PLAYHOUSE

**Job Title:** Sous Chef

**Status:** Full-Time | Exempt | Benefits Eligible

**Location:** On-Site – Paper Mill Playhouse (Millburn, NJ)

**Reports to:** Executive Chef

### Position Overview

Reporting to the Executive Chef, the Sous Chef will be a hands on-leader responsible for maintaining the highest standards of food quality, kitchen efficiency, and team morale. You will oversee daily production, lead the line during service, and ensure that every plate leaving the kitchen reflects our commitment to culinary excellence and guest satisfaction. The Sous Chef will also work closely with front-of-house team to ensure seamless coordination between kitchen operations and guest experience, particularly during theater events and private functions.

### About the Carriage House Restaurant

The Carriage House Restaurant is currently undergoing an \$8.5 million renovation, scheduled to reopen as a multi-concept, full-service dining and event venue. The space will feature four distinct areas: a main dining room and bar (seating 70), a smaller dining room/coffee bar (seating 28), a cocktail lounge (seating 32), and a flexible event space for up to 100 guests. The restaurant will serve both theatergoers and standalone diners, with expanded opportunities for special events, private functions, catering, and creative programming in collaboration with other departments.

### Key Responsibilities

- **Leadership & Operations:** Support the Executive Chef in planning, ordering, and directing food preparation as needed. Act as a mentor to BOH staff, fostering a positive, collaborative, and inclusive kitchen culture, and resolve operational issues with a solution-oriented mindset.
- **Service Excellence:** Lead the “pass” by expediting food during high-volume lunch and dinner services; work line shifts as needed to support the team.
- **Events & Banquets:** Expertly prepare and execute Banquet Event Orders (BEOs) for private events and theater functions, ensuring consistent quality and presentation.
- **Quality Control:** Ensure all menu items and daily specials meet specific guidelines for taste, temperature, and upscale plate presentation.
- **Inventory & Logistics:** Manage supply orders, assist with weekly inventory counts, and enforce cost-control measures to maintain budget targets and minimize waste.
- **Compliance:** Maintain a pristine Kitchen by enforcing strict sanitation regulations and safety standards (ServSafe), including local health code compliance, allergy management, and OSHA guidelines.

### Qualifications and Experience

- 3+ years of progressive Sous Chef experience in upscale, multi-concept, high-volume event dining establishments.
- **Technical Skill:** Strong meat and fish butchery/fabrication skills; deep understanding of current cooking methods, trends, and ingredients.
- **Plating:** A sharp eye for detail with experience in fine-dining plate composition.
- **Management:** A proven track record of training and motivating a diverse team while maintaining a calm, professional demeanor under pressure.

- Tech Savvy: Proficiency in MS Office, POS systems, and restaurant management software (reservation systems, inventory tracking).
- Requirements: ServSafe Certification required; degree or certificate from an accredited culinary School preferred. Pastry knowledge a plus.
- Availability: Must have open availability, including nights, weekends, and holidays.
- Ability to adapt to changing service demands, special events, and evolving menus while maintaining high standards and composure.

### **Compensation**

The salary for this position is \$60,000-\$64,000, commensurate with experience. Paper Mill Playhouse offers a comprehensive benefits package that includes health, dental, vision, life, and disability insurance; paid time off; a 403(b)-retirement plan with a 3% employer match; a flexible health spending account; and access to performances, education programs, and professional development opportunities.

### **Apply**

Paper Mill Playhouse is committed to hiring high caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

To apply, please submit a resume and cover letter describing how your experience makes you the right candidate for this position to [Recruiting@PaperMill.org](mailto:Recruiting@PaperMill.org) with subject line: **Sous Chef**

No phone calls, please.

### **About Paper Mill Playhouse**

Founded in 1934 and recipient of the **2016 Regional Theatre Tony Award**, Paper Mill Playhouse is an internationally recognized leader in American musical theater and a cornerstone of arts education and access across New Jersey. Each year, Paper Mill produces groundbreaking new works and acclaimed revivals to over 200,000 audience members, while its award-winning education programs reach more than 40,000 students, educators, and families through in-school partnerships, and access initiatives that nurture creativity, build confidence, and cultivate the next generation of theater lovers. The campus also includes the F.M. Kirby Carriage House restaurant and other facilities that support vibrant programming and community engagement across a range of performance and hospitality experiences.

### **Our Mission**

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.

**Paper Mill Playhouse** is an **Equal Opportunity Employer** where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to and benefit everyone. *Paper Mill Playhouse* is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender equity, gender expression, and veteran status.