

Job Description

Executive Chef

DEPARTMENT: Kitchen

SUBORDINATE STAFF: All Kitchen staff assistant with F&B Director on wait-staff and bussing standards.

REPORTS TO: General Manager and
Food & Beverage Director

EXEMPT: Yes

Being classified as "exempt" infers an employee in this position is not subject to the IWC Wage Order sections pertaining to overtime, minimum wage, record keeping, uniforms and equipment, cash shortage and breakage, meal periods, and rest periods. This means that although an employee in this position may be required to work in excess of 40 hours in any given week to perform their job duties, they will not be eligible for overtime pay or other additional compensation.

POSITION SUMMARY: Responsible for all food and pastry production including that used for member restaurant, banquet functions and snack bars. Develops innovative menus and trains all kitchen staff. Maintains quality standards, safety and sanitation in all areas of food production. Develops and monitors food costs and labor costs. Maintain highest professional food quality and sanitation standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING AND OTHER DUTIES MAY BE ASSIGNED:

- To make club the best in the area.
- Hire, train, supervise and maintain standards in food production.
 - New employee training program (Kitchen orientation, Area of training, shift trainer, evaluation of training progress, POS training, sanitation and safety training)
- Develop innovative menus and snack bar menus for member and catering outlets, with proper portion control in all areas.
 - Banquet menus, Snack Bar menus (esp Pool Snack Bar)
 - Up to date/current costings for all recipes.
 - Photos for staff reference and consistency in all areas.
- Schedule and coordinate all kitchen staff for proper production and execution of events within budgetary goals.
 - Labor Controls (schedule to forecasted revenue, daily monitoring of forecasted to actual labor)
- Make recommendations for maintenance, repair and upkeep of kitchen.
 - Establishment of systems to track repairs, maintenance to evaluate replacement/repairs of equipment.

- Ensure high standards of safety, cleanliness and sanitation throughout entire kitchen operations at all times.
 - Establishment of systems (monthly, weekly, daily schedules) and controls (monitoring of system compliance) relating to safety, cleaning and sanitation.
 - Ensuring of compliance with respect to Dept of Environmental Health standards and safe food handling certification of staff.
- Implement controls to utilize food by-products, control waste and monitor for any theft.
- Develop all recipes used at Round Hill and ensure proper execution of recipes.
 - Maintain up to date costings of all recipes leading to the ability to arrive a potential food cost to compare with actual.
 - Frequent systematic auditing of food items to determine compliance with respect to flavor, portioning and appearance.
- Evaluate job performances of all kitchen staff continually teaching and updating staff on new menus, techniques and standards.
- Reward/discipline staff in a fair and legal manner.
- Evaluate food products and pricing to ensure quality, costs and standards are maintained from all food purveyors.
 - Maintain current pricing on food inventory sheets.
 - Monthly preparation for food inventory (organization of areas to match inventory, updated pricing of items on inventory.
- Educate and exhibit all new menus and menu items to wait-staff and bar staff. Explain techniques and quality of components to share with members and guests.
 - Plating guides, photographs, menu notes, portion and sourcing notes
- Develop and maintain a regular cleaning schedule for all areas of the kitchen and snack bar.
 - Cleaning checklists, compliance check, consequences for staff.
- Purchase equipment needed to maintain cleanliness and sanitation.

MARGINAL DUTIES:

- Attend food and beverage staff and management meetings.
 - House Committee Meetings
- Continue education of Sous Chef, Banquet Chef and lead cooks through restaurant visits and open discussion.
- Periodically visit members in the dining areas to discuss food, menus, quality and any problems that arise.
 - Pronounced presence at all member dining venues to promote “personal relationship” with membership.
- Perform all additional tasks as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

ACF and/or CEC certification and ten years experience in the culinary industry.

CERTIFICATES, LICENSES, REGISTRATIONS:

Serv Safe food handler/preparation certificate.

OTHER SKILLS and ABILITIES:

- Ability to follow policies and procedures.
 - Ability to enforce safety and sanitation policies and procedures at a state, local, and federal level.
 - Ability to communicate clearly verbally and in writing.
 - Demonstrate good listening skills.
 - Demonstrate good organizational and management skills.
 - Ability to multi-task with a variety of food preparation and planning.
 - Familiarity with budget constraints and food waste management.
 - Ability to enforce proper cooking and sanitation techniques.
 - Competency in MS Word, Excel, Outlook, Publisher
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PSYCHOLOGICAL DEMANDS OF THE JOB:

The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee spends 2/3 or more of the total time on the job:

- Changing priorities
- Being interrupted
- Juggling multiple tasks
- Working as part of a team
- Interacting with people from other departments
- Interjecting ideas and opinions
- Paying attention to detail
- Having to "think on my feet"
- Dealing with a "fast-paced" environment

Employee spends 1/3 of the total time:

- Working independently.

PHYSICAL DEMANDS OF THE JOB:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly (2/3 or more total time) required to:

- Use hands to finger, handle, or feel objects and controls such as those on thermometers, stove/oven controls, walk-ins, pots and pans, and computer.
- Use legs to assist lifting heavy objects such as sacks/boxes of food.
- Talk and hear in person and on the telephone.
- Reach with hands and arms, grasp objects, push/pull approx. 10-50 pounds, twist the upper body, rotate the wrist, and use finger dexterity writing, using the computer, and following a recipe.

Frequently (1/3 to 2/3 total time) required to:

- Kneel, squat, bend and lift in placing food in ovens, checking on the progress of items cooking in ovens.
- Stand for up to 8 hours at a time.
- Walk for a distance of 5 to 150 feet up to 5 hours.

Occasionally (up to 1/3 total time) required to:

- Lift 10 to 20 pounds of food or kitchen equipment.

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. The majority of work is performed inside the clubhouse.

EQUIPMENT USED:**Regularly:**

Computer (Word, Excel, Publisher)

Occasionally:

Job Description
Telephone
POS terminals, printers
Pots/Pans
Kitchen utensils
Thermometer

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