

## **I. Position**

Executive Chef (2.2)

## **II. Related Titles**

Chef; Food Production Manager; Culinary Director/Manager

## **III. Job Summary**

Responsible for all food and pastry production including that used for restaurants, banquet functions and other outlets. Develop menus, food purchase specifications and recipes. Supervise production and pastry staff. Develop and monitor food and labor budget for the department. Maintain highest professional food quality and sanitation standards.

## **IV. Job Tasks (Duties)**

1. Hires, trains and supervises and evaluates the work of management staff in the food and pastry production departments
2. Plans menus (with Food and Beverage Director) for all food outlets in the club
3. Schedules and coordinates the work of chefs, cooks and other kitchen employees to assure that food preparation is economical and technically correct and within budgeted labor cost goals
4. Approves the requisition of products and other necessary food supplies
5. Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times
6. Establishes controls to minimize food and supply waste and theft
7. Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles
8. Develops standard recipes and techniques for food preparation and presentation which help to assure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing menu selling prices
9. Prepares necessary data for applicable parts of the budget; projects annual food, labor and other costs and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met
10. Attends food and beverage staff and management meetings
11. Consults with the banquet function committee about food production aspects of special events being planned
12. Cooks or directly supervises the cooking of items that require skillful preparation
13. Evaluates food products to assure that quality standards are consistently attained
14. Interacts with applicable food and beverage managers to assure that food production consistently exceeds the expectations of members and guests
15. Plans and manages the employee meal program
16. Evaluates products to assure that quality, price and related goods are consistently met.
17. Develops policies and procedures to enhance and measure quality; continually updates written policies and procedures to reflect state-of-the-art techniques, equipment and terminology
18. Recruits and makes selection decisions; evaluates job performance of kitchen staff; corrects, rewards and disciplines staff in a fair and legal manner
19. Recommends compensation rates/increases for kitchen staff
20. Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment
21. Provides training and professional development opportunities for all kitchen staff
22. Ensures that representatives from the kitchen attend service lineups and meetings
23. Motivates and develops staff including cross-training and promotion of personnel
24. Periodically visits dining area when it is open to welcome members
25. Undertakes special projects as assigned by the Food and Beverage Director
26. Hosts taste panels to assess feasibility of proposed menu items

## **V. Reports to**

Food and Beverage Director

## **VI. Supervises**

Executive Steward; Banquet Chef; Sous Chef; Pastry Chef