

## Executive Chef Job Description

Reports To: CEO

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

### Qualifications

- Proven experience as an Executive Chef at a reputable country club.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- Creative mind with the ability to suggest improvements.

### Job Tasks

- Hires, trains, and supervises and evaluates the work of management and staff in food and pastry production.
- Plans menus with the Director of Events and the Food and Beverage Director for all food outlets at the club.
- Schedules and coordinates the work of chefs, cooks, and other kitchen employees to assure the food production is economical and technically correct and within budgeted labor cost.
- Approves the requisition of products and other necessary food supplies.
- Ensure that high standards of sanitation, cleanliness and safety are always maintained throughout all kitchen areas.
- Establishes controls to minimize food waste and shrinkage.
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation, and accident prevention principles.
- 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.
- 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 ensure that financial goals are met.
- Attends food and beverage staff and management meetings.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Evaluates products to assure the quality standards are consistently attained.
- Interacts with applicable food and beverage managers to assure that food production consistently exceeds the expectations of members and guests.
- Plans and manages that employee meal program.
- Evaluates products to ensure that quality, price, and related goods are consistently met.
- 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.
- Recruits and makes staff selection decisions; evaluates job performance of culinary staff; corrects, rewards, and utilizes progressive discipline when appropriate.

- Recommends compensation rates/increases for kitchen staff.
- Provides training and professional development opportunities for all kitchen staff.
- Ensures that representatives from the culinary staff attend service lineups and meetings.
- Motivates and develops staff including cross-training and promotion of personnel.
- Periodically visits the dining areas to welcome members.

Compensation/Benefits:

- Full-time, salaried position
- Salary range (DOE) plus performance bonus up to 10% of annual salary.
- Paid Time Off (PTO) and sick time
- Health, dental, vision insurance offered after 60 days of employment.
- Healthcare spending or reimbursement accounts such as HSAs or FSA's
- Matching 401(k) plan
- FREE employee meals
- FREE golf & fitness opportunities
- Retail discounts
- The company provides all employees Paid Sick Leave, which is accrued on hours worked.

Resumes:

Please send all resumes to Ryan Huesman at [rhuesman@ravennagolf.com](mailto:rhuesman@ravennagolf.com)