

The Casper Country Club is in search of an Executive Chef to build, lead and further develop the current culinary team. We are in search of a “Leader” who can motivate and produce immediate and positive results to support a healthy and vibrant membership. The club was established in 1921 and is a member-owned private club with 400 members. It is the central social and dining outlet for the Casper membership and their guests.

The club dining facilities include an 80-seat casual dining room and bar area for members and outdoor patio dining. Banquet facilities include a private room for up to 24 people and a main banquet room seating 140 with a designated banquet bar. There is also a high-volume pool snack bar in operation during the summer season. Other facilities include an 18-hole championship golf course, pool complex, and tennis facilities. The club is very family oriented and caters to the diverse culinary requests of the membership.

Job Description:

- The Executive Chef is directly responsible for all aspects of daily food and event food preparation in all areas of the club where food is served. This includes, but is not limited to, ordering, receiving, preparing, marketing, and executing of all recipes, all costs associated with the profitability of the Kitchen Department, all food safety and sanitation regulations, and the direction of kitchen staff.
- Interview, hire, train and manage all culinary staff.
- Have knowledge of all current local health department requirements and guidelines.
- Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment. Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times.
- Organize, oversee and manage all food prep operations in daily operations.
- Create all menus, recipes, use records, menu implementation execution list and timelines.
- Support and work with the Food & Beverage Manager, Events Coordinator and General Manager to provide exceptional food quality and presentation.
- Execute all accounting procedures required including invoice processing, payroll, monthly inventories, budget projections for annual food and labor costs, monitors actual financial results, and takes corrective action as necessary to help assure that financial goals are met.
- Mentor all associates for career development and advancement.
- Create menus for multi-course wine dinners, hold cooking classes for both children and adults, and other specialized member events.
- Attends staff, management and committee meetings as required by the GM and Board of

Directors.

Expectations:

- A team player who routinely offers praise to all staff members and acknowledges their efforts.
- Table visitations are a must in order to benefit from member feedback and to build good relationships.
- Professionally manage all kitchen operations
- Organize, motivate, train and hold accountable all kitchen personnel
- Promote a pleasant working environment between all departments.
- Adhere to and promote uniform standards.
- Develop and implement new menus to achieve and maintain member satisfaction and excitement.
- Responsible for favorable financial performance.
- Achieve agreed quarterly goals.

Skills Required:

- Basic computer skills including Word, Excel, Outlook, and on-line ordering.
- Associates of Culinary Arts or Bachelors Degree
- 3-5 years experience as Executive Chef or 3-5 years as Executive Sous Chef or Sous Chef with a passion for growth.
- A strong work ethic; willing to work the hours necessary to perform the duties of the position.
- The ability to gain the respect and confidence of the members and staff is a must.

Compensation and Benefits:

- Base salary + bonuses
- Medical, dental and vision insurance – club pays majority of employee medical insurance with payroll deduction for remainder and coverage for any spouse or dependents.
- Simple IRA contributions with up to a 3% salary match.
- Vacation and sick days.
- Professional association dues and a budget for travel.
- Relocation assistance to be provided, negotiable.
- Housing is available on property.

Please send resume and sample menus to;

Dale Telford, GM, Casper Country Club, 4149 Country Club Rd, Casper, WY 82609

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