



Job Summary

The Executive Chef reports directly to the Director of Food and Beverage and is responsible for all food production for restaurants, banquet functions and other outlets. Develop menus, food purchase specifications and recipes. Supervise staff. Develop and monitor food and labor budget for the department. Maintain highest professional food quality and sanitation standards.

Responsibilities and Duties

- Plan menus for all food outlets at the Club.
- Schedule and coordinate the work of all chefs, cooks and other kitchen employees to assure that food preparation is economical and technically correct and within budgeted labor cost goals.
- Approve the requisition of products and other necessary food supplies.
- Ensure that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times.
- Establish controls to minimize food and supply waste and theft.
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles.
- Develop standard recipes and techniques for food preparation and presentation which helps to assure consistently high quality while minimizing food costs; exercise portion controls for all items served and establish menu selling prices.
- Prepare necessary data for applicable parts of the budget; project annual food, labor and other costs and monitor actual financial results; take corrective action as necessary to help assure that financial goals are met.
- Attend food and beverage staff and management meetings
- Consult with the Director of Food and Beverage and Director of Catering about food production aspects of special events being planned
- Cook or directly supervise the cooking of item that require skillful preparation.
- Ensure proper staffing for maximum productivity and high standards of quality; control food and payroll costs to achieve maximum profitability.

- Evaluate food products to assure that quality standards are consistently being attained
- Interact with food and beverage management to assure that food production consistently exceeds the expectations of members and guests.
- In conjunction with the food and beverage management team, assist in maintaining a high level of service principles in accordance with established standards.
- Evaluate products to assure high quality at the most reasonable selling prices.
- Develop policies and procedures to enhance and measure quality; continually update written policies and procedures to reflect state-of-the-art techniques, equipment and terminology.
- Establish and maintain a regular cleaning and maintenance schedule for all kitchen areas and equipment
- Ensure that an effective that an effective orientation and on boarding program is in place for all kitchen staff, along with consistent professional development and training.
- Periodically visits dining area when it is open to converse with members.
- Support safe work habits and a safe working environment at all times.
- Perform other duties as directed.

SUPERVISORY RESPONSIBILITIES

- Interviews, selects, trains, supervises, counsels, and disciplines all employees in the department.
- Maintain an environment and overall atmosphere for staff that promotes and values appropriate and responsible contributions to the Club's success. Ensure that all staff members are focused on positive, supportive relationships amongst themselves and with the membership.
- Ensure all services to members are conducted in a highly professional and efficient manner.
- Be an active and dynamic recruiter of team members, as well as someone who inherently enjoys developing and building a team and leading them to significant, positive membership satisfaction outcomes; Be a collaborative team player who is willing to be "hands on" when necessary, but understands when to step back and lead the team.
- Develop and maintain a professional work force.
- Ensure a safe working environment and attitude on the part of all employees in areas of responsibility.

OTHER SKILLS AND ABILITIES

- Strong cross-departmental collaboration is required reinforcing our vision of “One Team” serving the members and contributing to a working culture built on mutual trust and benefit of the overall team over the benefit of individuals.
- Possess the ability to produce a high volume of work in a timely manner, which is accurate, complete, and of high quality
- Is able to come to work regularly and on time, to follow directions, to take criticism, to get along with co-workers and supervisors, to treat co-workers, supervisors, and member/guests with respect and courtesy, and to refrain from abusive, insubordinate and/or violent behavior.

Qualifications and Skills

QUALIFICATIONS

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

Bachelor’s degree (B.A) from a four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, committees, suppliers, members and employees.

COMPUTER AND MATHEMATICAL SKILLS

Working knowledge of various computer software programs. Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Certificate of completion from trade school. California Food Handler Certification. Driver's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand; walk; sit; use hands to fingers, handle, or feel; reach with hands and arms; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

While performing the essential functions of this job, the employee is usually indoors, in a controlled environment, and experiences a moderate noise level in the work environment.

Benefits

SALARY AND BENEFITS

Salary is between 105-115k DOE plus potential 20k yearly Bonus

Our Club is committed to providing a comprehensive benefits plan that offers you choices for your physical, mental and financial wellness, creating value in your most important investment – you!

We offer competitive medical, dental and vision insurance programs geared to you and your family's needs as well as paid vacation, sick and holiday benefits. In addition we offer paid basic term life insurance with an option for supplemental employee and spousal life coverage, 401(k) retirement plan with club match, and club provided meal programs.

We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, and other legally protected characteristics.

Job Type: Full-time

Please send your resume to hlevy@griffinclubla.com if you are interested in this amazing opportunity.