

## **POSITION DESCRIPTION**

**POSITION TITLE: EXECUTIVE CHEF**

**REPORTS TO: FOOD & BEVERAGE DIRECTOR**

**PREPARED BY: H. R. DIRECTOR**

**POSITION SUMMARY: Responsible for all food and pastry production including that used for restaurants, banquet functions and other outlets. Develops menus, food purchase specifications and recipes. Supervises production and pastry management staff. Assists in the development and monitoring of food and labor budget for the department in conjunction with the F&B Director. Maintains the highest professional food quality and sanitation standards.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:**

- X Hires, trains and supervises the work of management staff in the food and pastry production departments.
- X Plans menus for all dining outlets in the Club, considering members and their guests, marketing conditions, popularity of various dishes, holidays, costs and a wide variety of other factors.
- X Schedules and coordinates the work of chefs, cooks and other kitchen employees to assure that food preparation is economical and technically correct.
- X Approves the requisition of products and other necessary food supplies.
- X Ensures that high standards of sanitation and cleanliness are maintained throughout the kitchen areas at all times.
- X Ensures compliance with health department requirements and regulations.
- X Establishes controls to minimize food and supply waste and theft.
- X Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles.
- X Develops recipes and techniques for food preparation and presentation which help to assure consistently high quality and to minimize food costs; exercises portion control over all items served and assists in establishing menu selling prices.

- X Prepares all necessary data for the budget in his/her areas of responsibility; projects annual food and labor costs and monitors actual financial results; takes corrective action where necessary to help assure that financial goals are met.
- X Attends General Manager=s Food & Beverage and House committee meetings.
- X Consults with the banquet function committee about food production aspects of special events being planned.
- X Cooks or directly supervises the cooking of items that require skillful preparation.
- X Interacts with the General Manager, F&B Director, and the members to assure that food production consistently exceeds the expectations of members and guests.
- X Plans and manages the employee meal program.

**PREREQUISITES:**

**EDUCATION:** Familiarity with restaurant, hotel or club kitchen management and procedures is necessary, including several years as sous chef or other food preparation position. Degree from a post-secondary culinary arts training program is desirable. Must possess knowledge of elementary cost-accounting procedures. Accustomed to exercising supervisory responsibilities under pressure. Ability to supervise chef, banquet chef, garde manager, pastry chef, cooks and utility and she machine operators.

**EXPERIENCE:** A minimum of five (5) years as Sous Chef.

**PHYSICAL:** Must be able to speak clearly and listen attentively to management, employees, dining room staff, and guests. Must be able to stand and exert well paced mobility for periods up to four (4) hours in length. Must have the ability to lift pots, pans, etc. up to fifty (50) pounds in weight. Must be able to read and write correspondence and reports to facilitate the communication process.