

# Job Description

**I. Position**  
Chef de Cuisine

**II. Related Titles**  
Chef; Kitchen Manager; Kitchen Supervisor

**III. Job Summary (Essential Functions)**

The Chef de Cuisine is responsible for supporting the Food & Beverage Director and the Sales & Marketing Director in overseeing the day-to-day culinary operations of the Club.

As such a managing partner, the Chef de Cuisine shall oversee training and development of all kitchen personnel to ensure only the highest quality in prepared foods and meals for club members and their guests.

Primary responsibilities include recipe development/standardization, plate presentation, as well as inventory control, and a good understanding of a la carte and banquet revenue generation. Further, strong knowledge and abilities relative to product purchasing and expense control, as well as payroll expense control (and related forecasting/budgeting) are also primary responsibilities of the Chef de Cuisine.

Of additional and vital importance, is the Chef de Cuisine's ability to foster positive and productive relationships with all fellow employees, members and guests, by successfully applying diplomacy, tact, fairness, and professionalism to nurture a **team** environment.

Finally, the Chef de Cuisine will maintain a well-organized, clean and safe kitchen environment, which is always in full compliance with State health and safety codes.

**IV. Job Duties (Specific & Additional Responsibilities)**

1. Plans meals and create menus, considering probable number of guests, marketing conditions, popularity of various dishes, recent menus items and religious or other holidays: assigns pricing to menus on member dining, member events, private banquets, and daily specials, etc.
2. Responsible for the purchase of all food product.
3. Requisitions food/kitchen supplies and equipment as needed; negotiates and purchase supplies and equipment directly from vendors, and approves the quality of all products received.
4. Conducts and oversees all food preparation and cooking, including portions and garnishment. Samples prepared meals for proper quality, and trains FOH staff on meal qualities/attributes
5. Consults closely with the Event Manager, Service Manager, and the F&B Director, relative to preparation and serving/table arrangements for all events, member and private (incl. BEOs).
6. Solicits, interviews, employs, trains, supervises, and discharges all kitchen staff as required
7. Assists the Director in preparation of, and adherence to, the Fiscal F&B Department Budget
8. Responsible for the consistent cleanliness of the kitchen and all related or support rooms/areas and work stations, and is solely responsible for strict compliance with all governmental agencies, including the Sonoma County Health Service Department.

**V. Reports to**  
Food & Beverage Director/F&B Department Head

**VI. Supervises**  
Kitchen Assistant (Chef in training), Cooks, and all other kitchen personnel