

Executive Chef

Related Titles: Executive Chef

Reports to: General Manager

Supervise: Banquet Chef; Sous Chef.

Job Summary:

Chagrin Valley Racquet Club is offering an exciting opportunity to help build and launch a brand-new food and beverage department. This position allows the right individual to work closely on creating menus and programs for members and events.

The Executive Chef will be responsible for all food production, including restaurant sales, banquet functions, and the Tennis and Snack Bar. Key responsibilities include:

- Developing menus, food purchase specifications, and recipes.
- Supervising all production and kitchen staff.
- Developing and monitoring food and labor budgets for the department.
- Maintaining the highest professional food quality and sanitation standards.

Education and/or Experience

- Bachelor's degree in culinary arts and/or Hospitality Management degree and eight years food production and management experience.
- 5+ years' relevant experience; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Job Knowledge, Core Competencies and Expectations

- Exceptional cooking skills.
- Plans and monitors all food-production-related costs.
- Plans menus with General Manager.
- Develops food purchase specifications and standard recipes.
- Maintains food quality and sanitation standards.
- Ability to pair/match wine and food and develop a wine list with the General Manager.
- Knowledge of and ability to perform required role during emergency situations.

Duties

- Hires, trains, supervises, schedules, and evaluates the work of management staff in the food and Snack Bar production departments.
- Plans menus with the General Manager for all food outlets in the club and for special occasions and events.
- Schedules and coordinates the work of chefs, cooks, and other kitchen employees to ensure that food preparation is economical and technically correct and within budgeted labor cost goals.
- Approves the requisition of products and other necessary food supplies.
- Ensures that high standards of sanitation, cleanliness, and safety are always maintained throughout all kitchen areas.
- Establishes 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.
- Develops standard recipes and techniques for food preparation and presentation that 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 assure that financial goals are met.

- Attends food and beverage staff and management meetings.
- Consults with the banquet event manager about food production aspects of special events being planned.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Evaluates food products to ensure that quality standards are consistently attained.
- Interacts with applicable food and beverage managers to ensure that food production consistently exceeds the expectations of members and guests.
- Plans and manages the employee meal program.
- 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 selection decisions; evaluates job performance of kitchen staff; coaches, rewards, and disciplines staff in a fair and legal manner.
- Recommends compensation rates and increases for kitchen staff.
- Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Provides training and professional development opportunities for all kitchen staff.
- Ensures that representatives from the kitchen attend service line-ups and meetings.
- Motivates and develops staff, including cross-training and promotion of personnel.
- Periodically visits the dining area to welcome members.
- Hosts taste panels to assess the feasibility of proposed items on the menu.
- Reviews and approves product purchase specifications.
- Establishes buffet presentations.
- Maintains physical presence during times of high business volume.
- Implements safety training programs; manages OSHA-related aspects of kitchen safety and maintains MSDSs in an easily accessible location.
- Understands and consistently follows proper sanitation practices, including those for personal hygiene.
- Undertakes special projects assigned by the General Manager.

Licenses and Special Requirements

- Certification from the American Culinary Association or another professional hospitality association.
- Food safety certification.

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, and bend stretch and twist or reach.
- Push, pull, or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in a hot, humid, and noisy environment.

Date Position Available

3/1/2026

Other Benefits

- Competitive salary commensurate with experience
- Health Insurance
- Retirement plan with employer contribution after one year
- Paid time off (vacation, sick leave, and personal days)
- Meals provided during scheduled shifts
- Uniforms provided and laundered
- Continuing education and professional development opportunities

Please send resumes to:

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