



Executive Chef

A private and prestigious Club in Erie, Pennsylvania established in 1893 is looking for a new Executive Chef. The Kahkwa Club has a championship golf Course, 5 har-tru tennis courts, 6 pickleball courts, Aquatic Center with snack bar and tiki bar, 2 dining rooms, 3 bars, as well as private function areas.

Supervisor: General Manager

Supervisory Responsibilities: Supervise Sous Chef, Carde Manager, Kitchen Supervisor, All Kitchen Staff including Cooks and Dishwashers

Duties & Responsibilities

- Supervise all food prep areas from open to close .
- Supervises and coordinates activities concerning food preparation, kitchen, and storeroom areas.
- Takes accountability for all kitchen operations /staffing /actions.
- Trains and evaluates kitchen personnel. Assists in recruiting, screening and hiring.
- Assures proper staff levels at all times. Covers shifts when needed including nights and weekends.
- Administer kitchen schedules.
- Inventories and purchases kitchen supplies ensuring par levels as directed.
- Participates in menu planning and food production. Creates weekly specials and utilizes food product.
- Prepare all food specials and submits in a timely fashion by Friday every week.
- Supervises and manages all subordinate kitchen personnel.
- Ensures that all recipes and procedures are updated and revised as necessary.
- Samples, smells, and observes food to ensure conformance to recipes and standards.
- Monitors all food served relative to appearance, temperature, sanitary and quality standards, and portion control.
- Monitors and records all temperatures of food, storage, and dish machine to ensure health dept. requirements are met.
- Responsible for all meals being served properly and according to the established standards, policies, procedures and ticket times.
- Ensures cleanliness of kitchen and equipment, updating maintenance routines as necessary.
- Communicates with and assists kitchen personnel to maintain efficient food production.
- Informs front-of-house of menu changes, specials, and shortages.

- Maintains proper safety and sanitation procedures in kitchen.
- Manages Snack Bar staff at the Aquatic Center during the pool season and other food outlets.
- Attends & participates in monthly House Committee Meetings.
- Must follow all local, state, and federal laws.
- Must maintain kitchen in accordance with Erie County Health regulations.
- Must be able to write schedules and manage labor according to Club budget.
- Responsible for all equipment in kitchen area.
- Responsible for ordering food, equipment, paper goods.
- All overtime must be approved by the General Manager prior to happening.
- Must price all food on a regular basis, and shops all purchases accordingly to Club guidelines. All pricing must be approved by the General Manager prior to ordering.
- Responsible for developing staff in kitchen to improve performance and promote within.
- Write dining room, banquet, snack bar, and special menus.
- Manages inventories, waste, and turning inventory.
- Handles larger functions.

Requirements

- Culinary degree or progressive work history preferred.
- High School Degree or equivalent, required.
- 3-5 years of Previous Club experience, preferred.
- Knowledge of special diets preferred.
- ServSafe Certification required. If out of compliance, must become compliant within 90 days of hire.
- HACCP certification preferred
- RAMP certification, required.
- Time off not available April 1-December 31.

Benefits

- 401(k) and 401(k) matching
- Health, vision, and dental insurance
- Paid Time Off
- Christmas Bonus
- Education
- Meals Provided
- Life Insurance