



Job: Executive Chef

Job Summary: The Executive Chef will manage all culinary aspects of the club's restaurants, bar, and private events. The responsibility to lead the culinary team from a passionate, creative, supportive, progressive, and team-focused perspective is of critical importance for long-term success.

Job Duties:

- Responsible for ensuring that all food is consistently outstanding- from club favorites to innovative offerings and special events throughout all dining venues.
- Responsible for all back of the house operations, including but not limited to purchasing, inventory, sanitation, and equipment maintenance.
- Manages all major food and beverage kitchen operating expenses, sets margins, and manages against projections.
- Creates recipes and support materials, such as recipe cards, descriptions, and/or pictures.
- Monitors business volume forecasts and plans accordingly in areas of workforce, productivity, costs, and expenses.
- Conduct staff meetings with subordinates.
- Attends all staff meetings and house committee meetings when necessary.
- Creates standards for kitchen policies and procedures, communicates these policies, and ensures that the policies are adhered to by all BOH staff.
- Lead by example and be hands-on in all aspects of the culinary operation.
- Create and updates menus often, incorporate daily features, and develops and documents recipes and controls to ensure consistency. Creativity and innovation, not just variety, is essential in planning menus. Creativity in presentation is also very important.
- Responsive to club members requests and strives to find creative ways to accommodate reasonable request.
- Enables communication between line staff and the food and beverage team.
- Creates theme menus for restaurants, banquets, and special events.
- Directs ordering amounts, inventory levels, the timing of orders, receiving, invoice settling, and equipment maintenance.
- Works with the Assistant GM /General Manager of Club on the analysis of financial results and budgeting.
- Ensures that a quality sanitation program is followed throughout the kitchen operation
- Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems. Assures that effective orientation and training are given to each new associate. Develops ongoing training programs.
- Be visible and present in all food and beverage operations on a regular daily basis and a team player who is willing to work side by side with the team to provide an exceptional member experience.

- Demonstrate an open-door, approachable demeanor that leads and guides all culinary team members equally and proactively.
- Experience in positively leading active a la carte dining programs as well as banquet events simultaneously.
- Proven track record on controlling food and labor costs. Adept at creating and managing a budget and provides food purchase specifications to control food quality and costs.
- Have knowledge of all current local health department, Corporate HACCP and Food Safety SOP's, & Federal Guidelines
- Proficient and skilled in culinary leadership, including setting standards, best practices, standardized recipes, team development, member, and guest customer relations.
- Consistency through training, mentoring, standardized recipes, plating guides, proper food timing, taste, and finish is the key talent characteristic that the Club is seeking in this position.

Skills/Qualifications:

- Basic Computer Skills featuring Excel, Word, and Outlook
- All cooking and preparation equipment
- All stewarding cleaning and maintenance equipment
- Basic knowledge of all current local health department guidelines
- Experience of budget control and stock management
- Strong supervisory skills

Experience Requirements:

- 5-8 years of previous experience as a chef at a private club, high-end restaurant, resort, or hotel.
- Experience in both catering and a la carte is required.
- Possess knowledge of culinary trends
- A person of exceptional character; motivated, energetic, friendly, and dedicated to the profession.

Certification Requirements:

- Serv-Safe certification

Benefits:

- Competitive Compensation
- Personal Days, Vacation Days & Holiday Pay
- Medical, Dental, Vision and Disability Insurance
- Discounted employee meals
- Great culture & membership

Please send all resumes to Stephanie Longerich, General Manager.

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