

THE BUFFALO CLUB

Executive Pastry Chef

A full-time on-site position in Buffalo, New York

thebuffaloclub.org | 716.886.6400

About The Buffalo Club

Founded in 1867 by President Millard Fillmore and 92 of Buffalo's most prominent citizens, The Buffalo Club has stood at the heart of the city's social, cultural, and civic life for almost 160 years. Located in the heart of downtown Buffalo, the Club blends historic tradition with modern hospitality, offering members an exceptional experience built on fellowship, professional connection, and camaraderie.

- **Presidential Roots**: Founded by Millard Fillmore; later joined by fellow Buffalonian Grover Cleveland, with honorary memberships extended to Presidents Taft and Theodore Roosevelt
- **A National Landmark**: Served as the seat of government during the 1901 Pan-American Exposition, when President McKinley was shot and Theodore Roosevelt was sworn in as President just steps away
- **Landmark Status**: Listed on the New York State and National Register of Historic Places since 2021
- **Distinguished Recognition**: Ranked among the Top 1% of City Clubs Globally since 2018, with Iconic Status from Distinguished Clubs since 2024. A Platinum Club of the World and the #15 City Platinum Club of America.
- **Storied Guests**: Has hosted figures from Mark Twain and Ruth Bader Ginsburg to Roger Goodell and more
- **Art & Heritage**: Home to a fine art collection featuring works by Charles Burchfield, Julius Stewart, and Frank C. Penfold







OPPORTUNITY OVERVIEW

Executive Pastry Chef

Responsible for all pastry production for the dining room and all other club functions. Develop pastry-related recipes and ingredient purchase specifications. Decorate pastry items for special events such as buffets and receptions. Supervise bakery employees. Assist in budget development and monitoring for bakery. Maintain highest professional food quality and sanitation standards.

CLASSIFICATION	DEPARTMENT	REPORTS TO	HOURS	SALARY
Exempt	**Food and Beverage**	**Executive Chef**	**Full time Tuesday through Saturday**	**$75,000/Year**

Job Responsibilities

Essential Functions & Responsibilities

- Hires, trains, supervises, schedules and evaluates all subordinate bake shop personnel.
- Plans, prepares and decorates special pastry items as necessary.
- Approves the requisitioning of all products and supplies needed for the bakery.
- Ensures that high standards of sanitation and cleanliness are maintained throughout the bake shop at all times.
- Establishes controls to minimize food and supply waste and theft.
- Safeguards all bake shop employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles.
- Develops bake shop recipes and techniques for pastry production that help to assure consistent high quality; exercises portion control over bake shop items.
- Prepares preliminary budget for the bake shop; projects annual food and labor costs; monitors financial results; takes corrective action when necessary to help assure that financial goals are met.
- Attends regular meetings with Executive Chef, Food and Beverage Director, and other managers and employees.
- Consults with Banquet Function Committee about pastry-related aspects of special events being planned.
- Evaluates bake shop products to assure that quality standards are consistently attained.
- Prepares all baked goods, puddings, gelatins, frozen desserts, stewed and baked fruits, pies, cakes, pastries, icings, custards, fondants and fillings used in desserts.
- Oversees pastry cart and buffet dessert table setup and presentation.
- Understands and consistently follows proper sanitation practices including those for personal hygiene.
- Performs other tasks as assigned by the Executive Chef.

Qualifications

- Knowledge of pastry production principles.
- Cake and other pastry decoration skills.
- Able to use kitchen equipment including large-capacity mixer, ice cream machine, convection oven,
- pizza oven, proofer, robo coupe or other food processor, 40-gallon steam kettle and steam cabinet.
- Ensures that work area is safe and secure.
- Attention to detail, knowledge of ingredients and an aesthetic/artistic eye.
- Adheres to state and local health and safety regulations.
- Maintains the highest sanitary conditions.
- Maintains high standards of quality appearance for all food prepared and served.
- Knowledge of and ability to perform required role during emergency situations.

General Requirements

- Carries out job duties within the spirit of The Buffalo Club's Vision & Mission.
- Reports to work at scheduled times, neatly groomed and dressed to Club appearance standards.
- Interacts with Members and coworkers in a pleasant and professional manner.
- Performs all work in accordance with safety standards and guidelines.

Physical Requirements

- Physical exertion over long periods of time.
- Ability to stand or walk for duration of a standard shift.
- Must be able to push, pull or lift up to 50lbs
- Must be able to bend, stretch, twist or reach, walk, stand, stoop over the course of a shift.
- Must be able to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Continuous repetitive motions.
- Regularly working in hot environment.
- Will be occasionally required to perform job functions outdoors and be exposed to sun, heat, humidity and other elements.

Candidate Profile

Education

- High School graduate or GED.
- Certificate or diploma from a recognized bakery and pastry culinary arts training or degree program.

Experience

- At least three years of experience as a pastry chef in a retail, club, hotel, restaurant or institutional setting.

How to Apply

If you have the culinary acumen and hospitality expertise to help The Buffalo Club deliver exceptional events for our Members, we invite you to apply. Please submit your resume, a cover letter, and professional references to: Michele Waczkowski, Human Resource Generalist at mwaczkowski@thebuffaloclub.org.

The Buffalo Club is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

CAREERS AT THE BUFFALO CLUB
Read more about our professional opportunities at: thebuffaloclub.org/careers





