



Job Description

Job Title: Executive Chef

FLSA Status: Exempt

Reports To: Assistant General Manager

Revision Date: August, 2026

Summary

Oversees the activities and performance of the kitchen staff and the product they serve. Maintains standards for food quality, timely preparation, food cost percentages, and control of labor cost percentages for the kitchen.

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with the Club's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining performance; addressing complaints and resolving issues. Approves timecards before submitting to payroll. Ensures required certifications are maintained.

Essential Duties and Responsibilities

The statements below reflect the general details necessary to describe the principal functions of the position and should not be construed as a detailed description of all the work requirements related to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Leadership and Administration

- a. Consults with Assistant General Manager and kitchen staff daily, obtaining necessary information to satisfy members and guests in all areas of service.
- b. Reviews sales records, inventories, and labor costs to ensure efficient operations, and to ensure expenditures stay within the budget limitations.
- c. Control department costs such as food, supplies, uniforms, and equipment, and work with vendors to get the best products at a cost-effective price.
- d. Routinely revises and updates techniques with the staff.

2. Operations

- a. Plan menus and implement them by creating a recipe, costing the items, and then training the kitchen staff in the proper manner to prepare those dishes, as well as the waitstaff on pertinent information. This includes the Snack Bar, in season, and special events.
 - b. Coordinate all kitchen food preparation, including processes, portioning, garnishing, and ensure that all meals and dishes are presented tastefully.
 - c. Meet all safety and sanitation requirements of kitchen equipment and food storage.
 - d. Manage all food purchases and storage, using accepted methods and techniques. Utilize purchases in a manner which reduces waste while maintaining standards of food quality. Responsible for inventory security.
3. Maintains knowledge of industry trends, food safety, and sanitation regulations.
4. Assure that all safety, accident and emergency policies and procedures are in place and consistently followed.
5. Completes special tasks at management discretion and performs other tasks as necessary to support the organization.

Education and Experience

A Culinary Arts degree from an accredited school or apprenticeship program or equivalent experience is desired. Requires 5+ years of management experience as an Executive Chef. Must be certified in food safety.

Combination of experience and education should provide the necessary knowledge, skills, and abilities to:

- a. plan, direct and evaluate the department's performance.
- b. interact with members and ensure the quality of guest and member service.
- c. ensure food safety and sanitation standards are met.
- d. lead, develop and hold accountable kitchen staff to Club standards and procedures, including member service standards and Food and Beverage guidelines.

Knowledge and Skills

1. Has a successful track record of proactively managing food and labor costs, inventory, waste, etc.
2. Demonstrated leadership skills and the ability to effectively plan, assign, and supervise the work of kitchen staff.
3. Excellent written and oral communication skills including the ability to communicate and respond to both internal and external customers professionally and in a timely

manner. Must have the ability to read, interpret, write, and complete documents such as reports, event details, and general correspondence.

4. Proficient with MS Office software (Word, Excel, and Outlook) and the willingness and ability to learn other software packages (e.g., POS programs) as needed.
5. Demonstrated attention to detail.
6. Strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
7. Ability to work with and maintain confidential information.
8. Able to work independently, but also be able to develop and maintain constructive and cooperative working relationships.
9. Strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
10. Able to work in various environments of heat, cold, dry, or moist and be exposed to a variety of food and chemical products.
11. Requires the flexibility to work nights, weekends, and holidays.

Physical and Mental Demands

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Comfortable in a fast-paced or high-pressure environment. Must be able to work independently and to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Adaptable to change and can solve problems through an open-minded and all-inclusive approach. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Prolonged periods of standing. Requires the ability to freely move throughout the facility and grounds. May periodically sit at a desk and work on a computer. Requires ability to use hands to finger, handle or feel objects. On occasion, may be required to stoop, bend or reach above the shoulders. Must have the ability to frequently lift and/or carry up to 10 pounds and occasionally lift, carry and/or move up to 30 pounds. Must have the ability to speak and hear. Specific vision abilities required by this job include close vision and color vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General kitchen/restaurant environment. The noise level in the work environment is usually moderate with increased levels during busy periods and events. Must be able to work in both

warm and cool environments. Will be exposed to possible allergens: peanut products, egg, dairy, gluten, soy, seafood, and shellfish.

Please send resumes to Mike Nedeau, General Manager at GM@tuckawaycountryclub.com