



- I. **Position:** Executive Chef
- II. **Related Titles:** Food Production Manager; Culinary Director/Manager
- III. **Job Summary:** We are looking for a positive leader to bring culinary standards that would complement an elite private club. The individual will be responsible for all food production for all dining outlets, private events, banquet functions, and other service F & B service outlets. The Chef will develop menus, food purchase specifications, and recipes consistent with the quality and standards set forth by the General Manager and Board of Directors. The Chef supervises all food preparation, production, and team member training to ensure we are delivering F & B consistency at the highest level. In addition, the Executive Chef will be responsible for maintaining systems & procedures for monitoring food costs and labor budgets for BOH. To that end, we want a leader who will maintain the highest professional food quality, sanitation, and work environment for our club.
- IV. **Job Tasks (Duties):**
 1. Hires, trains, supervises, and evaluates the work of the BOH staff in the food and pastry production departments.
 2. Plans menus (with Food and Beverage Committee & Executive Pastry Chef) for all food outlets in the club
 3. Schedules and coordinates the work of chefs, cooks, and other kitchen employees to assure that food preparation is economical, technically correct, and within budgeted labor cost goals.
 4. Approves the requisition of products and other necessary food supplies.
 5. Ensures that high standards of sanitation, cleanliness and safety are always maintained throughout all kitchen areas.
 6. Establishes controls to minimize food and supply waste as well as theft.
 7. Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation, and accident prevention principles.
 8. Develops standard recipes and techniques for food preparation and presentation which 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.
 9. Prepares necessary data & reporting for applicable components of the budget; projects annual food, labor, other BOH costs, and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met.
 10. Attends all food and beverage, catering, and management meetings.
 11. Consults with private event clients about food production aspects of special events being planned.
 12. Cooks or directly supervises the cooking of items that require skillful preparation.
 13. Evaluates food products to assure that quality standards are consistently attained.
 14. Interacts with applicable food and beverage managers to assure that food production consistently exceeds the expectations of members and guests.
 15. Plans and manages the employee meal program.

16. Evaluates products to assure that quality, price, and related goods are consistently met.
17. 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.
18. Recruits and makes selection decisions; evaluates job performance of kitchen staff; corrects, rewards and coaches staff in a fair and legal manner.
19. Recommends compensation rates/increases for kitchen staff.
20. Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment.
21. Provides training and professional development opportunities for all kitchen staff.
22. Ensure all kitchen certifications and inspections (staff and physical plant) are current.
23. Ensures that representatives from the kitchen attend service lineups (pre-shifts) and meetings.
24. Motivates and develops staff including cross-training and promotion of personnel.
25. Visits dining area when it is open to welcome members.
26. Undertakes special projects as assigned by the Food & Beverage Committee and General Manager
27. Hosts tasting panels to assess feasibility of proposed menu items.

V. **Reports to:** General Manager

VI. **Supervises:** Executive Steward; Banquet Chefs; Sous Chef; cooks; Housepersons, Dish Maintenance Operators

1. Requirements: Experience in full-service Restaurants and/or Private Clubs
2. Excellent interviewing, hiring, & training abilities
3. Proven track record and work history
4. Ability to effectively manage a team of 25+ BOH employees and provide a positive working environment
5. Attention to detail
6. Knowledge of MS Excel, Word
7. Knowledge of various POS, ordering, labor, and inventory systems

VII. **Benefits**

Job Type: Full-time

Pay: \$115,000+ per year (DOE), performance bonus, company-paid medical benefits, & PTO

Additional Benefits:

- 401(k)
- Dental insurance
- Paid time off
- Vision insurance

For more information or to apply, please send cover letter and resume to: gm@brynmawrcountryclub.com