

Pottawattomie CC is seeking a high energy, team and guest committed Executive Chef to direct a team of 6 Culinary associates. The position requires a well versed and quality driven person. Menu development, costing, inventory control, and team development are a must. The atmosphere of this 2-million-dollar per year restaurant is that of a private country club grille. The compensation package offers a competitive salary, paid vacation, major medical, dental and vision coverage, along with a company contributed IRA plan. The person that embraces quality of life and work balance will thrive in this role.

Job Title: Executive Chef

Department: Food & Beverage

Reporting to: General Manager & Controller

**Essential Duties:**

- To ensure that all menus are constantly updated, paying special attention to season availability.
- To ensure that all menus are correctly calculated to ensure maximum gross profit
- To ensure that all staff are constantly trained to effect good portion control and pleasing presentation of dishes
- Consistent recruiting of kitchen talent
- To ensure that sufficient stocks of all materials are being kept and stored under the correct conditions
- To liaise with management daily regarding special requirements, VIP's functions, etc.
- To ensure that all statutory hygiene requirements are promptly reported
- To ensure that attendance registers are kept daily, and that any absenteeism is reported to management without delay
- To ensure that all staff are dressed correctly to satisfy statutory requirements as well as enhancing the image of the establishment
- To constantly update your knowledge and skills for the good of the establishment
- Ensure accurate month end inventory
- Manage relationships/purchasing with food vendors

**Requirements:**

- Ability to read, analyze, and interpret general business professional publications, technical procedures, manuals, or statutory regulations. Ability to write reports, business correspondence, and standard of performance manuals. Ability to effectively present information and respond to questions from groups of managers, suppliers, members, and employees.
- Working knowledge of various computer software programs including, but not limited to, word- processing, spreadsheets, and email
- Valid driver's license

**Education and/or experience:**

- Bachelor's Degree in Culinary Arts preferred
- Must have at least 5 years culinary experience
- Extensive food and wine knowledge and creativity a plus
- Leadership/supervisory experience required

- Knowledge of purchasing, ordering, receiving, food costing and **inventory procedures**

Salary and Benefits based on experience

**Send all resumes and cover letters to Matt Wooldridge**

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