

**Job Description
Executive Chef
River Hills Country Club**

Position Title: Executive Chef

Executive Summary

1. Design and implement the cooking of salads, soups, fish, meats, vegetables, and desserts.
2. Plan, cost, and price menus, determine supply inventories, and keep accurate records of prep levels according to volume.
3. Personally, develop relationships with various vendors to ensure quality, timeliness and opportunities for orders on a basis required to satisfy high standards
4. Always maintain the highest levels of sanitation with daily opening and closing checklists, inspections and evaluations
5. Write weekly labor schedules as a percentage of revenue or service requirements projected.
6. Personally, check-in all purchased supplies for accuracy and quality control.
7. Code all invoices quickly and proactively with acute detail and urgencies
8. Conduct interviewing, and training for all back of the house positions
9. Direct and coordinate food preparation.
10. Constantly monitor worker performance.
11. Communicate with staff and supervisors effectively through verbal and written procedures.
12. Investigate and provide resolutions to all member complaints.
13. Oversee work progress to ensure safety standards are being met.
14. Provide constant leadership qualities through example.
15. Constantly monitor all vendors and negotiate competitive pricing.
16. Prepare individual presentation photos and specific recipes for all club menu items.
17. Prepare a monthly summary of the kitchen department's performance as compared to budget.
18. Monitor sanitation practices as established by the Hillsborough County Health Dept.
19. Hands-on line presence inspecting each plate to ensure consistent quality and presentation.
20. Organize all storage (walk-in, dry storage,) to maintain the highest professional standard.
21. Personally, conduct monthly physical inventory to ensure accurate counts, and to maintain budgeted cost of goods.
22. Lead, coach, mentor and train service staff via daily line ups to ensure full knowledge of cuisine and any challenges anticipated that day

Reports directly to:

Club General Manager

Compensation Package

Salary

Bonus

\$75,000 / Full Time Exempt

up to 4% of salary based on:

Annual member survey

Budgeted food and labor costs

Food & Beverage Department Net Income

Health Inspection Reports

Uniforms

Vacation

Health

401k

Quarterly allowance

Per employee handbook

Per employee handbook

Per employee handbook

Experience and Requirements:

- 2 – 3 years as a managerial chef
- Complete knowledge of OSHA, Health Codes and equipment controls
- Active “cooking Chef” philosophy
- Leadership
- Preferably a background in country club or quality hotel operations
- Professional, communicative and well spoken
- Ability to design, build and document precise recipes and preparation instructions
- Bilingual not required but preferable

Please forward cover letter and resume to kevin@clubspecialists.com

NO PHONE CALLS PLEASE