

JOB DESCRIPTION

BANQUET CHEF

POSITION: BANQUET CHEF

CATEGORY: EXEMPT

SUMMARY: Reporting to the Executive Chef and Executive Sous Chef, the Banquet Chef has direct oversight of banquet services, BEOs, assists with ordering, scheduling, and inventories, and works alongside the full management team to achieve the quality, safety, and training standards of the Club. The Banquet Chef will also be instrumental in establishing and training team members to the highest standards for quality of service.

PRIMARY FUNCTIONS & RESPONSIBILITIES:

- Under the direction of the Executive Chef and Executive Sous Chef, supervise cooks and oversee the preparation, portioning, garnishing, and storage of food and labor costs.
- Maintain and exhibit a solid knowledge and understanding of all food products and skillfully apply culinary and cooking techniques.
- Contribute new ideas for menu creation and food preparation.
- Ensure that a clean and safe environment is always maintained in both the kitchen and storage facilities; must be in accordance with CA Health Department standards.
- Train all staff who pertain to banquets, for both the front and the back of the house.
- Demonstrate a consistent drive to improve member/guest services.
- Read and execute BEOs, attend BEO meetings, and have insight into banquet progressions within the departments.
- Assist in cooking and preparing food in accordance with menu specifications, as well as setting up and breaking down workstations, tools, equipment, and supplies.
- Assist Executive Chef and Executive Sous Chef with ordering, scheduling, and other office duties as directed.
- Assume duties in the absence of the Executive Chef and/or Executive Sous Chef.
- Responsible for the execution of restaurants and banquets in relation to service.
- Abide by the policies and procedures as outlined in the F&B Kitchen Employee Manual.
- Work closely with the Director, Catering & Events, to ensure events are executed smoothly and in a timely manner.
- Maintain an understanding of the CA labor laws and create a positive work environment.

SKILLS & ABILITIES:

- Ability to work all shifts - days, nights, weekends, and holidays.
- Ability to communicate in English; Bilingual a plus.
- Has a comprehensive knowledge of food allergies and food-borne illnesses.
- Ability to properly price menus and assist with budgeting.
- Proficiency in Microsoft Word and Excel.
- Skilled in French, Italian, Middle Eastern, Asian, Thai Cuisines

- Ability to operate and work independently in each of the following areas of expertise:
 - Saucier
 - Poissonier
 - Friturier
 - Garde Manger
 - Grillardian
 - Rotisseur
 - Entremetier

EXPERIENCE:

- 5+ years' experience in similar role highly desired
- Show demonstrated experience by providing menu samples and photos of past and current events
- Private club/fine dining/hotel preferred
- Ability to operate successfully with a sales volume of \$5-\$6 million in revenue

EDUCATION/CERTIFICATIONS:

- High school diploma/GED
- Culinary Degree preferred, or similar experience working under highly qualified Chefs
- ServSafe Sanitation certification required

PHYSICAL REQUIREMENTS:

- Ability to bend, stoop, lift and/or carry items up to 25 lbs., up to 50 lbs. with assistance
- Ability to stand for prolonged periods of time
- Ability to operate a computer and other kitchen/restaurant equipment
- Ability to move about freely in a multi-floor building
- Ability to work indoors or outdoors, in many weather conditions

Please contact Executive Chef – Edwin Roe

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