



## Job Description & Employment Terms Executive Chef

DEPARTMENT: Kitchen

JOB TITLE: Executive Chef

REPORTS TO: General Manager & Assistant General Manager

JOB TYPE: Exempt

**BASIC FUNCTION:** The Executive Chef is responsible for overseeing all aspects of food and pastry production at Mid-Pacific Country Club, including the main kitchen, pool service, snack bar, golf tournaments, club events, and private events. This role includes menu planning, food purchasing, recipe development, staff management, and ensuring that all culinary operations meet the highest standards of quality, safety, and sanitation.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### 1. Team Leadership & Development:

- a) Hire, train, supervise, and evaluate the work of management staff in the food and pastry production departments.
- b) Recruit and make selection decisions; evaluate job performance of kitchen staff, and manage corrective actions, rewards, and discipline in a fair and legal manner.
- c) Motivate and develop staff, including cross-training and promotion of personnel, and provide ongoing professional development opportunities.
- d) Ensure representatives from the kitchen attend service line-ups and meetings to coordinate effectively.

#### 2. Menu Planning & Development:

- a) Plan menus for à la carte offerings as well as special occasions and events in collaboration with the Food and Beverage Director.
- b) Develop and implement standard recipes and techniques for food preparation and presentation to ensure consistent high quality and cost-effective food production.
- c) Host taste panels to assess the feasibility of proposed menu items and refine offerings based on member and guest feedback.
- d) Review and approve product purchase specifications to ensure quality, price, and consistency.

#### 3. Kitchen Operations & Quality Control:

- a) Schedule and coordinate the work of chefs, cooks, and other kitchen employees to ensure that food preparation is economical, technically correct, and within budgeted labor cost goals.
- b) Implement controls to minimize food and supply waste, reduce theft, and maintain high standards of sanitation, cleanliness, and safety in all kitchen areas at all times.
- c) Establish and maintain a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- d) Prepare necessary data for budget planning, including projecting annual food, labor, and other costs, and monitor actual financial results, taking corrective action as necessary to ensure financial goals are met.

#### 4. Safety & Compliance:

- a) Safeguard all food-preparation employees by implementing training programs that increase knowledge of safety, sanitation, and accident-prevention principles.
- b) Implement safety training programs, manage OSHA-related aspects of kitchen safety, and maintain SDSs in easily accessible locations.
- c) Understand and consistently follow proper sanitation practices, including those for personal hygiene.

#### 5. Guest & Member Interaction:

- a) Periodically visit dining areas to welcome members and gather feedback on their dining experience.
- b) Interact with applicable food and beverage managers to ensure that food production consistently exceeds member and guest expectations.

**6. Event Coordination:**

- a) Consult with the banquet function committee and event organizers about food production aspects of special events being planned.
- b) Maintain a physical presence during times of high business volume to ensure smooth operation and member satisfaction.

**7. Policy Development & Implementation:**

- a) Develop and update kitchen policies and procedures to reflect state-of-the-art techniques, equipment, and terminology.
- b) Establish buffet presentations that align with the club's standards and enhance the member experience.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in Culinary Arts or Hospitality Management with at least 8 years of food production and management experience; or
- A minimum of 15 years of relevant experience in a high-volume, upscale culinary environment; or
- Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CANDIDATE QUALIFICATIONS:**

- Exceptional culinary skills with a passion for food innovation.
- Ability to plan and manage all food production-related costs and develop food purchase specifications and standard recipes.
- Strong knowledge of food quality, presentation, and sanitation standards.
- Competence in managing kitchen operations during emergency situations.
- Ability to pair wine and food, and collaborate on wine list development with the Food and Beverage Director.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

- Required to stand for prolonged periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch, and reach.
- Ability to push, pull, or lift up to 50 pounds.
- Work involves continuous repetitive motions.
- Must be able to work in hot, humid, and noisy environments.

**LICENSES & SPECIAL REQUIREMENTS:**

- Certification from the American Culinary Association or another professional hospitality association.
- Food safety certification.

Print Name: \_\_\_\_\_

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Signature

Date