



## The Peninsula Golf & Country Club

# Executive Chef

**Department:** Food & Beverage

**Reports to:** General Manager

**Direct Reports:** Sous Chef(s), Banquet Chef, Line Cooks, Pastry Staff, Stewarding

**FLSA Status:** Exempt, Full-Time

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### Position Summary

The Executive Chef leads all culinary operations across the Club's dining outlets and banquet/event functions. This role is responsible for menu development, food quality and consistency, kitchen staffing and training, cost control, sanitation, and the overall member dining experience. The Executive Chef partners closely with the F&B Director, General Manager, and Catering/Events team to deliver cuisine that reflects the standards of a private club and the expectations of its members.

This is a hands-on leadership position. The Executive Chef is expected to be visible during peak service, present at major member events, and engaged with members in the dining room.

### Essential Duties and Responsibilities

#### Culinary Leadership

- Develop and execute seasonal menus for all outlets, including the main dining room, grill room, pool, and banquet operations.
- Create custom menus for member events, weddings, golf tournaments, holiday functions, and private parties.
- Maintain consistency, presentation, and quality standards across every plate, every shift.
- Source high-quality ingredients with attention to seasonality, local purveyors, and member preferences.
- Stay current with culinary trends and incorporate them appropriately for the Club's membership.

#### Kitchen Operations

- Direct daily kitchen operations across all outlets and shifts.
- Oversee mise en place, line setup, expediting, and breakdown.
- Ensure all food is prepared and served in accordance with recipes, plating standards, and timing expectations.
- Coordinate kitchen production for simultaneous events (e.g., a member dinner plus a wedding plus a golf outing on the same day).

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The Peninsula Golf & Country Club • Est. 1911

701 Madera Drive San Mateo, CA 94403-1296

Tel. 650.638.2200

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- Oversee kitchen equipment maintenance and identify capital equipment purchases as needed.
- Direct the Purchasing Manager regarding the procurement of food products, operational supplies, kitchen equipment, and small wares.

### Team Management

- Recruit, hire, train, schedule, and evaluate all back-of-house staff.
- Build and maintain a culture of professionalism, accountability, and respect in the kitchen.
- Provide ongoing training in technique, food safety, and Club standards.
- Manage payroll within budget; control overtime through effective scheduling.
- Address performance issues promptly and document in accordance with HR policy.

### Financial Management

- Develop and manage the culinary budget, including food cost, labor cost, and operating expenses.
- Maintain food cost targets (typically 35–42% depending on outlet and Club model).
- Conduct or oversee monthly inventories and reconcile to the general ledger.
- Approve purchase orders and review invoices for accuracy.
- Provide menu pricing recommendations based on cost analysis and member value perception.
- Partner with the Controller on month-end close, journal entries, and variance analysis.

### Member Relations

- Engage with members in the dining room; respond to feedback graciously and act on it.
- Accommodate member dietary restrictions, allergies, and special requests.
- Attend Food & Beverage committee meetings and present menu concepts as requested.
- Host occasional chef's table dinners, cooking demonstrations, or culinary events for members.

### Banquet and Event Operations

- Work with the Catering/Events team on banquet event orders (BEOs) and tasting menus.
- Lead kitchen execution for weddings, member galas, club championships, and holiday events.
- Coordinate timing, staffing, and equipment for off-site or tented events as needed.

### Sanitation, Safety, and Compliance

- Maintain a clean, organized, and sanitary kitchen at all times.

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- Ensure compliance with all local health department, OSHA, and food safety regulations.
- Lead HACCP practices and maintain required documentation.
- Conduct regular safety meetings and enforce safe food handling and equipment use.

### Qualifications

#### Required

- Minimum 7 years of progressive culinary experience, with at least 3 years as an Executive Chef, Executive Sous Chef, or equivalent leadership role.
- Experience in a high-volume, multi-outlet operation (country club, resort, hotel, or upscale restaurant group).
- Demonstrated ability to manage food and labor costs against budget.
- Strong banquet and large-event culinary experience.
- ServSafe Manager certification (or ability to obtain within 60 days).
- Proficient with POS, inventory, and scheduling systems (e.g., Jonas, Northstar, ClubEssential, ChefTec, or comparable).
- Excellent leadership, communication, and member-facing interpersonal skills.

#### Preferred

- Culinary degree from an accredited program (CIA, Johnson & Wales, or equivalent).
- Prior private club experience and familiarity with member-driven service models.
- Certified Executive Chef (CEC) or Certified Master Chef (CMC) through the American Culinary Federation.

### Physical Requirements and Work Environment

- Ability to stand and walk for extended periods (8–12 hours).
- Ability to lift up to 50 lbs.
- Comfortable working in a hot, fast-paced kitchen environment.
- Schedule includes evenings, weekends, and holidays; peak season demands extended hours.

### Compensation

- **SALARY:** \$185,000 - \$200,000 annually (depending on experience).

### Benefits

- 85% employer-paid health care; paid vacation and holidays.

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- Paid time off and major holidays (within the Club's operating calendar).
- Eligible annual performance bonus of up to 10% of base salary, based on the achievement of established performance objectives, including food cost management, member satisfaction, and budget targets.
- 6% matching 401k after 1 year of employment.
- Continuing education and ACF membership reimbursement.

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*The Club is an Equal Opportunity Employer. This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, or responsibilities.*

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