

Interim Executive Chef

Reports to: General Manger

Supervises: Sous Chef; Pastry Chef; Line Cooks; Dishwashers

Background: The club's current Executive Chef will be moving on at the end of 2024 and we are recruiting a culinary professional to work with him during this transition year with the intention of taking over as Executive Chef at the start of 2025.

Classification:

Education and/or Experience

- Bachelor's degree in Culinary Arts and/or Hospitality Management degree and eight years food production and management experience; or
- 5 years relevant experience; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Job Knowledge, Core Competencies and Expectations

- Exceptional cooking skills.
- Plans and monitors all food-production-related costs.
- Plans menus.
- Develops food purchase specifications and standard recipes.
- Maintains food quality and sanitation standards.
- Knowledge of and ability to perform required role during emergency situations.

Job Summary (Essential Functions)

Responsible for all food and pastry production, including that sold in restaurants, banquet functions and other outlets. Develop menus, food purchase specifications and recipes. Supervises production and back-of-the-house staff. Develop and monitor food and labor budgets for the department. Maintain highest professional food quality and sanitation standards.

Job Tasks/Duties

- Hires, trains, supervises, schedules, and evaluates the work of management staff in the food production and kitchen support departments.
- Plans menus for all food outlets in the club and for special occasions and events with input from the House Committee.
- Schedules and coordinates the work of chefs, cooks, and other kitchen employees to assure that food preparation is economical and technically correct and within budgeted labor cost goals.
- Approves the requisition of products and other necessary food supplies.
- Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times.
- Establishes controls to minimize food and supply waste and theft.
- Safeguards all food-preparation employees by implementing training to increase their knowledge about safety, sanitation, and accident-prevention principles.
- Develops standard recipes and techniques for food preparation and presentation that help to assure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing menu selling prices.
- Prepares necessary data for applicable parts of the budget; projects annual food, labor and other costs and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met.
- Attends food and beverage staff and management meetings.
- Consults with Members about food production aspects of special events being planned.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Evaluates food products to assure that quality standards are consistently attained.
- Plans and manages the employee meal program.
- Develops policies and procedures to enhance and measure quality; continually updates written policies and procedures to reflect state-of-the-art techniques, equipment, and terminology.
- Recruits and makes selection decisions; evaluates job performance of kitchen staff; coaches, rewards, and disciplines staff in a fair and legal manner.
- Recommends compensation rates and increases for kitchen staff.
- Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Provides training and professional development opportunities for all kitchen staff.
- Ensures that representatives from the kitchen attend service line-ups and meetings.
- Motivates and develops staff, including cross-training and promotion of personnel.
- Periodically visits dining area to welcome members.
- Reviews and approves product purchase specifications.
- Establishes buffet presentations.
- Maintains physical presence during times of high business volume.

- Implements safety training programs; manages OSHA-related aspects of kitchen safety and maintains Material Safety Data Sheets in easily accessible location.
- Understands and consistently follows proper sanitation practices including those for personal hygiene.

Licenses and Special Requirements

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

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development and culinary creativity.
- A dynamic and respectful work environment.

Equal Opportunity Employer: Litchfield Country Club is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Job Type: Full-time

Compensation: \$75,000 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- Golf privileges

Experience level: 5 years

Supplemental pay types:

- Yearly bonus opportunity

Work setting:

- Casual dining restaurant
- Upscale casual restaurant

Work Location: In person

To apply:

Please submit your resume to Ted Kohler, General Manager, via email – tkohler@litchfield.club