



THE SPRINGS

JOB DESCRIPTION

Job Title: Executive Chef
Reports to: General Manager
FLSA Classification: Exempt
Supervises: Yes

POSITION OVERVIEW

Incumbent is responsible for the supervision and direction of all Back of the House Food and Beverage Operations. Ensure that all programs and services are conducted and fulfilled in a manner consistent with the standards, goals and objectives of the Food & Beverage Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Hires, trains, supervises and evaluates the work of management staff in the food and pastry production departments.
- Plans menus (with Clubhouse Manager) for a la carte and for special occasions and events.
- 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.
- 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, management and social committee meetings.
- Consults with the banquet function committee 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.
- Interacts with applicable food and beverage managers to assure that food production consistently exceeds the expectations of members and guests.
- Evaluates products to assure that quality, price and related goods are consistently met.
- 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 decision; evaluates job performance of kitchen staff; corrects 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, when it is open, to welcome members.
- Hosts taste panels to assess feasibility of proposed menu items.
- Reviews and approves product purchase specifications.
- Maintains physical presence during times of high business volume.
- Implements safety training programs; manages OSHA-related aspects of kitchen safety and maintains SDS's in easily accessible location.
- Understands and consistently follows proper sanitation practices including those for personal hygiene.

QUALIFICATIONS

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.

Education and/or Experience

- High School or equivalent preferred
- 5 or more years food service management experience
- Private Country Club experience
- Culinary Degree a plus

Knowledge, Skills and Abilities

- Has strong interpersonal and customer service skills
- Possess basic math skills
- Able to multi-task, prioritize and solve practical problems
- Able to effectively present information and respond to questions from co-workers, members, other guests, and the general public
- Able to effectively write to communicate

Required Technical / Other Skills / Licenses

- Possess a valid Food Handler card.

Other Requirements

- Able to work extended hours, weekends and holidays as business dictates
- Adheres to grooming and appearance standards consistently
- Able to be flexible to changing policies and procedures, as well as varying deadlines

PHYSICAL DEMANDS

See attached "*Physical Demands of the Position*".

SAFETY

Incumbent is required to comply with established safe work practices and attend all safety-related training provided or made available by the Association.

CONFIDENTIAL INFORMATION – This position does not have access to confidential information.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Springs will be based on merit, qualifications, and abilities. The Springs does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Springs will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.