

## **Head Chef**

### **Dundee Country Club**

**Location:** New Dundee, Ontario

**Department:** Food & Beverage

**Reports To:** Hospitality Manager

**Classification:** Full Time (must be available to work any shift including early mornings, days, weekends & holidays)

#### **Summary:**

Are you self-motivated, positive, dependable, take pride in your craft and have a passion for cooking? Then we look forward to hearing from you! The Head Chef is responsible for managing the day-to-day operations of our restaurant, the timely execution of larger scaled events including weddings, banquets, and tournaments. The Head Chef will be expected to train and supervise a staff of cooks and dishwashers.

#### **Primary Responsibilities:**

- Participate in employee evaluations and necessary disciplinary actions
- Look for efficiencies in processes to save the facility money while still providing top quality products and services
- Meet Health & Safety requirements
- Perform other duties as require
- Direct kitchen operations, including food preparation, cooking, and cleanup
- Assign tasks; supervise chefs and cooks in the preparation and presentation of food
- Maintain control of the kitchen to ensure that all tasks are carried out efficiently and effectively
- Resolve issues as they arise so that customers continue to receive their orders in a timely manner
- Make sure that all kitchen and wait staff adhere to food safety and hygiene regulations to ensure a clean and sanitary kitchen
- Plan and cost menus, make adjustments as needed based on the availability of ingredients
- Inspect raw and cooked food items to guarantee that the highest quality products are prepared and served to customers
- Collaborate with the Hospitality Manager to align kitchen operations with the overarching goals of the establishment
- Direct monthly inventory
- Maintain vendor relationships

- Recruit, hire, and train chefs, cooks, and kitchen staff
- Maintain kitchen equipment; schedule repairs and additional maintenance as needed

**Qualifications:**

- Associate degree in culinary arts preferred
- 3+ years of experience in a back-of-house management position
- Significant experience as a chef, in addition to experience as a sous chef or line cook
- Strong attention to detail
- Creativity
- Ability to oversee and manage kitchen operations
- Ability to remain productive when pulled in many different directions
- Excellent verbal and written communication skills
- Health Food Safety Certification (required)
- First Aid (preferred)

**To Apply:**

Please submit your resume and cover letter to Dan Schiller, General Manager via email at [manager.dundee@golfnorth.ca](mailto:manager.dundee@golfnorth.ca). Please write “Dundee Country Club – Head Chef” in the subject line.