

## **Executive Chef**

Rebel Creek Golf Club

**Location:** Petersburg, ON, Canada

**Department:** Hospitality

**Reports To:** Hospitality Manager

**Classification:** Full-Time

### **Summary:**

The Executive Chef will be responsible for the supervision of all kitchen staff, and the food preparation and cooking activities of the golf course. The Executive Chef will be required to conduct ongoing research of trends in the food industry, to ensure the creative and effective planning and writing of menus. Other responsibilities will include budgeting and financial planning, recruitment and hiring of staff, providing instruction and training to staff and chefs, and participating in business development.

### **Responsibilities:**

- Ensure that all menus are constantly updated, paying special attention to seasonal availability.
- Ensure that all menus are calculated correctly to obtain maximum gross profit.
- Ensure that all staff are constantly trained to effect good portion control and pleasing presentation of all dishes.
- Hold regular meetings with the Hospitality Manager to ensure that any special arrangements are effectively communicated.
- Hold regular meetings with the kitchen staff to ensure smooth running of all kitchen departments.
- Ensure that all areas satisfy the most stringent hygiene requirements and that staff who are ill or injured receive the correct treatment or are not allowed to work.
- Ensure that all staff are correctly dressed to satisfy statutory requirements as well as enhancing the image of the establishment.
- Ensure that all stocks are ordered to the correct quantities, quality and price.
- Ensure that all stocks are being kept securely and under the correct conditions applicable to each type of commodity stored.
- Regularly hold maintenance checks with the General Manager to ensure that no equipment breaks down.
- Ensure that all statutory notices are posted at all relevant points and that such notices are conspicuously placed.
- Ensure that attendance registers are kept daily and that any absenteeism is immediately dealt with.
- Ensure that all staff under your control are fully informed in respect of disciplinary procedures, the handling of grievances, etc.

- Ensure that all documents are sent to the appropriate accounts department immediately for processing.
- Constantly update your knowledge and skills for the good of the establishment and the profession.
- Conduct regular stock checks/stock takes.
- Ensure that expenses are within budgeted limits.
- Plan and develop menus using descriptive text to encourage sales
- Industry trend analysis
- Ensure food meets quality standards
- Ensure that all information which is required to compile meaningful budgets is available at all times.

**Qualifications:**

- 3-5 years experience as a Head Chef
- FoodSafe Certification or Provincial equivalent
- Standard First Aid & CPR
- SmartServe Certificate
- 5-10 years of experience in the food service industry
- Knowledge of FOODSAFE, workplace hazardous materials and first aid
- Human resource management skills are required
- Financial management skills such as basic accounting and budget calculations
- Experience in all aspects of customer service and people management
- Demonstrated ability to lead and direct a team
- Strong working knowledge of hospitality industry principles, methods, practices, and techniques
- Ability to supervise employees, including organizing, prioritizing, and scheduling work assignments
- Ability to examine and re-engineer food and beverage operations, form new policies, and develop and implement new strategies
- Ability to analyze and interpret the needs of clients and offer the appropriate options, solutions, and resolutions required
- Exceptional conflict resolution, negotiation, and objection handling skills
- Able to respond quickly in a dynamic and changing environment
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Able to build and maintain lasting relationships with corporate departments, key business partners, and customers
- Knowledge of cost analysis, fiscal management, and budgeting techniques
- Able to effectively communicate both verbally and in writing
- Ability to coordinate and organize meetings, exhibits, and other events
- High level of proficiency with various software packages

**Working Conditions:**

- Some travel may be required - reliable transportation required
- Ability to attend and conduct presentations
- Ability to lift 50 lbs required
- Manual dexterity required to use desktop computer and peripherals

**To Apply:**

Please submit your resume and cover letter to Nicole Borysiewicz at [hospitality.rebelcreek@golfnorth.ca](mailto:hospitality.rebelcreek@golfnorth.ca). Please write "Rebel Creek - Executive Chef" in the subject line.