



Wannamoisett Country Club

Executive Chef

Brief Job Description

SUMMARY: The **Executive Chef** is responsible for all business operations of the kitchen, including staffing, training, inventory, ordering, and customer service. This is a senior position on the **Wannamoisett** management team. This includes providing leadership to the kitchen staff, and the ability to effectively communicate with others while supporting professional relationships throughout the venue. The **Executive Chef** reports directly to the General Manager. The Club generates \$1.7M annually in food and beverage revenue.

This position is expected to possess and maintain **culinary knowledge, trends, and local styles**. This knowledge should be instrumental in elevating the kitchen staff's performance, and to execute superb Guest Service while driving and maintaining the club's culture. In addition, the Executive Chef is expected to be present in the kitchen during operating hours. While in the kitchen, the Executive Chef represents every aspect of **Wannamoisett** and should work with all other staff to ensure guests receive exceptional service throughout the venue.

SUPERVISORY RESPONSIBILITIES: All culinary staff, including the Sous Chef, cooks, and dishwashers, report directly to the Executive Chef.

MAJOR DUTIES AND RESPONSIBILITIES:

The major responsibilities for this position include but are not limited to:

- Overseeing daily culinary operations.
- Provide leadership and mentorship to kitchen staff.
- Plan and direct food preparation and culinary activities.
- Estimate food requirements and food/labor costs and manage within approved budgets.
- Supervise culinary team activities.
- Drive and maintain company culture.
- Recruit, hire, and manage the culinary team.
- Resolve issues and complaints related to the staff and the kitchen.
- Ensure all culinary products served meet or exceed our high standards and all regulatory food safety guidelines.
- Perform administrative duties, including team time management, payroll, and inventory. Experience with **automated inventory systems** is considered a plus.
- Develop and maintain good working relationships with a variety of people, including vendors, other departments, staff, and senior management.
- Create and maintain a climate of understanding and respect for all Team Members.
- Menu Development
- Perform other duties as assigned and requested by the General Manager.



Candidate Qualifications

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without reasonable accommodation. The requirements listed are representative of the knowledge, skills, education, and/or ability required for this position.

ESSENTIAL JOB SKILLS/ABILITIES

- Work extended hours as required and/or during busy periods based on business needs.
- Operate a personal computer and use required applications.
- Work with minimal supervision.
- Manage inventory and orders of equipment or ingredients according to identified shortages.
- Possess excellent verbal and written communication skills.
- Effectively manage projects, schedules, and delegate responsibilities to capable staff.
- Follow and secure nutrition and sanitation regulations, safety standards and maintain needed food service certifications.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills.
- Strong analytical and problem-solving skills.
- Proficient in Microsoft Office. JONAS skills are considered a plus.

Educational Requirements

EDUCATION and/or EXPERIENCE REQUIREMENTS

- 4-Year Bachelor's degree in Culinary Science, or relevant field preferred.
- Prior experience as an Executive Chef, Head Chef, or Sous Chef.
- Proven track record of managing food costs and labor successfully.
- Outstanding verbal and written skills, and experience working with staff on all levels.

Physical Requirements:

- Ability to stand for hours at a time, including maneuvering up and down stairs.
- Ability to travel, unassisted as needed.
- Must be able to lift to 20 pounds at-a-time without assistance.

*Additional responsibilities/tasks within the position's goals may also be assigned. The Club reserves the right to change job descriptions at any time based on business conditions/needs.

Wannamoissett Country Club is committed to equal opportunity in the workplace, preventing discrimination and harassment, including sexual misconduct, in its application and hiring processes and in its employment decisions. Additionally, the Club takes action to prevent retaliation and to create a respectful, equitable, and inclusive environment for everyone.



Date Position Available

January/February 2025

Other Benefits

Medical and Dental Insurance. Annual dues to professional/related organization. Eligible for an annual bonus.

The kitchen is generally closed for the first six (6) weeks of each calendar year.

Please send your resume and cover letter to the General Manager, Paul J. Flood, CCM at: pflood@wannamoisett.com.