

Job Posting Title: Kitchen Manager

TPC Boston is a private par-72, 7,241-yard golf course located in Norton, MA. Originally designed by the legendary player/designer Arnold Palmer, TPC Boston's award-winning layout was redesigned in 2007 by Gil Hanse. The golf course is crafted to fit seamlessly into the natural New England landscape and excels in the areas of resource conservation, water quality management, integrated pest management, wildlife/habitat management and education/outreach.

Tee up your career as a part of our team with the TPC Network!

- Job Description Summary
 - The Kitchen Manager performs advanced methods of food preparation, portion control, and sanitation and routine maintenance of equipment in accordance with standards. Also responsible for the planning, organization and set up of all culinary stations, kitchen, and storage areas. Maintains accountability for cost, utilization, and performance of employees and equipment.

- Job Description

QUALIFICATIONS

- High school diploma or equivalent education
- Advanced knowledge of food preparation, kitchen maintenance operations and safe food handling procedures as would normally be acquired through at least two years of similar experience or culinary trades training
- Prior supervisory experience preferred

RESPONSIBILITIES/DUTIES

- Maintain high standards of quality of food production to ensure member/guest satisfaction
- Ensure high standards of sanitation and cleanliness are maintained throughout the kitchen, storage, and dumpster areas always
- Expedite food orders in absence of Executive Chef or Sous Chef
- Work with Executive Chef to develop menu specials and standard recipes
- Ensure that other kitchen staff fulfill and complete their respective job functions in absence of Executive Chef or Sous Chef
- Prepare food orders per customer request
- Prepare menu items according to current plating specifications
- Maintain prep for assigned station using the daily line inventory
- Keep all cooking equipment clean during the assigned shift, making sure that all cooking equipment is cleaned prior to the change of shift
- Receive and store provisions and supplies according to accepted practices.
- Issue supplies from storage per requisition
- Perform cooking procedures as required to fulfill tasks assigned by Executive Chef or Sous Chef
- Portion control meats, seafood, dairy products, vegetables, and fruits using devices including scales and dishes according to approved plating specifications
- Perform basic preparation techniques including, slicing, dicing, mincing, and chopping using knives and mechanical devices such as electric slicers, and food processors

- Setup, operate, breakdown and clean slicers, mixers, food processors, ovens, ranges, broilers, fryers, line refrigeration, hot wells, toasters, braisers, and kettles
- Select proper equipment and perform basic cooking functions of baking, roasting, braising, sauté, broiling, poaching, searing, grilling, broiling, basting, frying, pan fry, and stewing
- Prepare banquet platters, trays, and plated foods according to banquet event orders
- Prepare banquet entrees, vegetables, and starches for cooking
- Maintain responsibility for food and beverage sales, expenses, and profit goals as outlined in the Food and Beverage Operating Plan/Budget
- Understanding and following procedures to maintain a sanitary workspace conforming to all jurisdictional and club-imposed regulations and rules regarding food service sanitation
- Assist in maintaining internal controls for the Food & Beverage Department. Assist with monthly food and beverage inventory counts
- Assist Executive Chef, Sous Chef in supervising activities delegated to Cooks and ware washers
- Operate within all established guidelines, policies, standards, and constraints as set by PGA TOUR Golf Course Properties, Inc
- Set-up and break down dining room tables, banquet tables, chairs, display tables, and carts, theme decorations and other equipment to accommodate the operation as required, which may include centerpieces and ice carvings
- Assume responsibility for timing of restaurant and banquet food production
- Participate in pre-meal meetings to maintain positive/constructive communication with Front of House staff
- Work with service staff to improve speed and consistency of service relating to food pick up
- Ensure that service procedures are adhered to as outlined in the TPC Brand Standards
- Special projects or other duties as assigned
- Additional Job Description

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; sit; kneel; use hands to handle or feel; and talk or hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, color vision, distance and peripheral vision, and ability to adjust focus.

An essential function of the job is to be able to comply with all applicable federal, state, and local safety and health regulations that would apply to this job.

This job description reflects the assignment of essential functions and may be modified as needed; it does not proscribe or restrict the tasks that may be assigned. The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.

Travel

- Travel is not expected for this position

Work Schedule Expectations

- This position requires shifts as necessary based on business levels

Supervisory Responsibility

- This position manages employees and is responsible for performance management within the culinary operation

Interested candidates should apply at: www.tpc.com/careers