



JOB DESCRIPTION

POSITION TITLE: Executive Chef/Kitchen Manager

DATE: March 2021

REPORTS TO: General Manager/COO

FLSA: Exempt

Oak Hill Country Club is a private country club operating in Fitchburg, MA . 18 hole Donald Ross golf course voted one of the best in state, clubhouse, pool, and tennis.

Job Summary:

-Works closely with General Manager/COO on the daily operation of Oak Hill Country Club's food and beverage operation. Manages a dynamic and professional culinary team and creates menus for all palates across the membership. Works with department heads, assistant managers and supervisory staff to ensure quality f & b operations, safety/sanitation guidelines are met, and the daily execution of f & b services meets member expectations. Controls costs, responsible for purchasing and the hiring/training and development of a team. Hands on training, cooking, expediting to ensure consistency and quality in all areas.

Essential Duties and Responsibilities:

1. Manages all aspects of the club's F&B operations with management team.
2. Works with culinary team on menu development, cooking techniques, sanitation and production.
3. Develops an operating budget for each department's revenue outlets; after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained.
4. Inspects to ensure that all safety, sanitation, energy management, preventative maintenance and other standards are consistently met.
5. Assure that all standard operating procedures for revenue and cost control are in place and are consistently met.
6. Helps plan and approves external and internal marketing and sales promotion activities for the food and beverage department.
7. Helps plan and approve the organizational chart, staffing and scheduling procedures, and job descriptions/specifications for all department staff.
8. Manages the long range staffing needs of the department.
9. Approves the menus proposed by the Sous Chefs for all outlets and special events.
10. Infuses creativity not just in a la carte and banquet operations but also in the 9th shack on the golf course and poolside café.
11. Ensures that all legal requirements are consistently adhered to including wage and hour and federal/state and local laws pertaining to food service.
12. Researches new products.
13. Maintains food and beverage personnel records with Office Manager. Ensures all new hire paperwork is filled out correctly and turned into payroll.

14. Develops and implements policies and procedures for food and beverage departments. Par lists, ordering lists, cleaning lists and standards for production.
15. Creates a picture library and menu notes of menu items to assist front of house servers with menu knowledge.
16. Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases. Signs and approves invoices. Allocates expenses to proper GL accounts in operating budget.
17. Reviews new techniques for food preparation and presentation in a manner and variety to maximize member and guest satisfaction and to minimize food cost.
18. Day to day to communication with Chefs, Function Managers, Purchasers and other applicable club administrators to help assure the highest level of member satisfaction at minimum cost.
19. Visible in the front of the house, solicits dinner feedback, engages in dialogue with members regarding menu ideas and events.
20. Involvement with Assistant Managers on the development of wine lists, sales and promotions, also to include beer and liquor sales, cross promotes with menu ideas.
21. Develops on-going professional development and training programs for food production, service and bar production/service personnel.
22. Ensures correct handling procedures to minimize china and glassware breakage and food waste.
23. Addresses member and guest complaints and advises General Manager about appropriate corrective measures taken or discussed.
24. Develops interesting ways of promoting club functions in the dining areas and other outlets.
25. Serves as an ad-hoc member of appropriate club committees.
26. Works with Chefs and Function Managers in the planning and implementation procedures for club events and sporting functions.
27. Maintains appearance with staff and the upkeep, and cleanliness of all food and beverage equipment and facilities.
28. Monitors and enforces employee dress codes and employment policies.
29. Oversees the physical inventories for food, beverage and supplies. Have staff update pricing and provide to accounting department.
30. Follows up on the reservation systems for a la carte and functions.
31. Audits and approves weekly payroll.
32. Create capital equipment lists for yearly review. Supervises the remodeling, refurbishment and other building design enhancements applicable to food and beverage service.
33. Involved with Health Department inspections and any corrective actions that need to be implemented.
34. Undertakes special projects as delegated by General Manager.
35. Attends management/staff/department head meetings as requested.

Education/Background:

- Four year culinary degree
- Previous private club or high end restaurant/resort/hotel experience
- Displays continued education in culinary field
- Can show a track record of team development
- Executive Chef experiences a plus but willing to consider Executive Sous Chef at a high volume, multifaceted high end operation.

Job Skills and Abilities:

- Serve Safe, TIPS ,Allergen Awareness, Crowd Control AED/CPR/First Aid certified
- WORD/EXCEL/POWER POINT/JONAS competencies
- Strong communication and organizational skills
- Culinary and management experience
- Excellent customer service skills

Working Conditions:

- Work is physically demanding and performed in a combination of Dining Rooms and Kitchen areas. Regularly required to sit, stand, bend, walk and lift objects exceeding 20 pounds.

Compensation:

- Full-time year round , Exempt
- Salary commensurate with experience
- Education allowances for NECMA/CMAA/ACF
- Dining allowance
- Phone allowance
- Discretionary year-end bonus
- Health/Dental, Vision, Short Term Disability and Life Insurance according to Club Policies
- Vacation-two weeks according to club schedules
- Sick Pay
- 401k when eligible

Resumes-No phone calls please:

Please send resumes to General Manager/David Melody

dmelody@oakhillcc.org

Please have your name in title of document