

## **Executive Chef**

St Ives Country Club, Johns Creek, Georgia

St Ives Country Club is in Johns Creek, GA, just north of Atlanta. Our Clubhouse sits majestically atop one of the highest points in North Fulton County and is situated in the center of a lush Fazio designed 18-hole golf course where unique views of the grounds can be seen throughout the Club. St Ives has an extensive tennis facility with 16 courts and one of the largest ALTA programs in the state. Our 45,000 square foot Clubhouse includes a ballroom, numerous private meeting rooms, and both casual and upscale à la carte dining facilities.

We are a busy Country Club extending personalized member and guest service and genuine hospitality. We are looking for an Executive Chef. The Executive Chef is responsible for overseeing the day-to-day culinary operations of the club. The position ensures the highest quality for Members and their guest. Must be versatile with ala carte and banquet experience. Should be upbeat and friendly with an organized and flexible work style.

### **Essential Job Functions**

Responsible for all food preparation and production including that used for the restaurants, member and special event functions, pool and tennis operations and other outlets. Develop menus, food purchase specifications and recipes. Supervise all back of the house staff. Develop and monitor food and labor budget for the department. Maintain highest professional food quality and sanitation standards. Consistently provide a food product that exceeds member expectations.

### **Job Tasks and Duties**

- Anticipate and exceed member and guest expectations.
- Hire, train supervise and evaluate the work of all staff in the back of the house culinary departments
- In conjunction with the Clubhouse Manager, plan and develop menus for all food outlets in the Club
- Schedules and coordinates chefs, cooks and other kitchen employees to assure that food preparation is economical and technically correct and within budgeted labor cost goals
- Approves the requisition of products and other necessary food supplies
- Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times
- Establishes controls to minimize food and supply waste and theft
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles
- Develops standard recipes and techniques for food preparation and presentation which help to ensure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing menu selling prices
- Prepares necessary data for applicable parts of the budget; projects annual food, labor and other costs and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met
- Attends food and beverage staff and management meetings
- Meets and consults with the House and Social and Pool and Tennis committees to hear member feedback and search for new creative ideas that will insure member satisfaction
- Cooks or directly supervises the cooking of items that require skillful preparation
- Evaluates food products to assure that quality standards are consistently attained
- Interacts with applicable food and beverage managers to assure that food production consistently exceeds the expectations of members and guests
- Plans and manages employee meal program

- Evaluates products to assure that quality, price and related goods are consistently met
- Develops policies and procedures to enhance and measure quality; continually updates written policies and procedures to reflect state-of-the-art techniques, equipment and terminology
- Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment
- Provides training and professional development opportunities for all kitchen staff
- Ensures that representatives for the kitchen attend service lineups and meetings
- Motivates and develops staff including cross-training and promotion of personnel
- Consistently visits dining areas to meet and consult with members on their dining experience particularly in relation to their food
- Undertakes special projects as assigned by the Clubhouse Manager
- Hosts taste panels to assess feasibility of proposed menu items for both the regular and special event menus
- Adheres to all federal, state and local laws regarding health, safety and employment

#### **Knowledge, Skills and Abilities**

- Knowledge of company products, services, policies, and procedures
- Knowledge of management principles and practices
- Knowledge of Food, wine, liquor and beer
- Knowledge of Budgeting, purchasing and sales
- Skill in operating kitchen equipment
- Skill in oral and written communication
- Ability to communicate with members, employees and various business contacts in a professional and courteous manner
- Ability to organize multiple work assignments and establish priorities
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations
- Ability to make sound decisions using available information
- Ability to create a team environment and sustain employee commitment
- Ability to disseminate financial information
- Ability to work various shifts; including nights, weekends and holidays

#### **Education and Experience:**

#### **Candidate Qualifications**

5 + years experience in Executive Chef or Executive Sous Chef position. Private Club Experience required

#### **Salary Range**

DOE

#### **Other Benefits**

Comprehensive benefit package is available

#### **Please send resumes to:**

Attn: John Gerdts

[jgerdts@stivescountryclub.org](mailto:jgerdts@stivescountryclub.org)