

Executive Chef Position:

Sunset Hills Country Club

1 W Club Drive Carrollton, Georgia 30117

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 and safety standards.
- 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 Suite or similar software.

MAJOR DUTIES AND RESPONSIBILITIES:

- 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 culinary team.
- Resolve issues and complaints related to 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.
- 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.
- Perform other duties as assigned and requested by the General Manager.

Additional projects may be assigned to this position to assist the company leadership on major initiatives, as deemed necessary.

EDUCATION and/or EXPERIENCE REQUIREMENTS

- 4-Year Bachelor's degree in Culinary Science, or relevant field preferred.
- 3-5 years' management.
- 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.
- Prior experience managing major projects and supervising day-to-day activities of workers. • Ability to communicate effectively and efficiently across levels within the organization.

Salary is open and commensurate with qualifications and experience. The Club, along with the typical and benefit package.

Please send resumes to:

Jeff Campione CCM CCE

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