



Executive Chef

Department: Food & Beverage

Division: Kitchen

Status: Full-time exempt, plus benefits

Job Summary: With a client service approach, The Executive Chef will organize, plan and direct the progress of all food production. The Executive Chef will be active in planning, budgeting, and creating all menu items, banquet menu packages, and management of kitchen staff.

Reports to: General Manager

Essential Functions:

- Passionate about *every* aspect of food!
- Able to work independently, overseeing food production for all food outlets and banquet functions including events, Mangos, Sprouts, Spa, Salon, Poolside and Deckside services.
- Able to develop menus, food purchase specifications, and recipes representative of the high-quality Wellness brand that we represent.
- Directly supervise all production staff of all food outlets
- Hire, train, and supervise the work of food and pastry/dessert production staff.
- Use a "hands-on" approach to management. Responsible for guiding and developing staff including direct reports. Ability to supervise large staff and accomplish goals on a timely basis.
- Instill a guest service attitude in all employees.
- Exhibit working knowledge of food cost, inventories, payroll percentages, best practices (line checks), and purchasing, i.e. produce, seafood, etc.
- Purchase various food products as par levels dictate.
- Accountable for building systems for the departments to ensure optimum kitchen and production efficiency.
- Hold staff accountable for the consistency of the implementation of the created systems.
- Lead by example with proper uniform and grooming standards; ensure that all staff are following company policy with appropriate uniforms at all times.
- Oversee all training material and menu card creation.
- Maintain food storage, receiving, rotating & stocking as par levels dictate.
- Must ensure sanitation and food standards are achieved. Guarantee proper handling / storage of all food items in accordance with hotel standards and sanitation/health regulations.
- Maintain highest professional food quality and sanitation standards.
- Meet all health department standards for safe food handling.
- Operate equipment safely determined by position and OSHA regulations.
- Coordinate the purchase of all food and develop menus while maintaining approved food costs; adapt menu pricing based upon food cost.

- Must have strong inventory control skills and conduct accurate inventory on a monthly basis.
- Conduct meetings, menu briefings and maintain communication lines between line staff and Management.
- Consistent and professional communication with General Manager and other department Managers to ensure appropriate food distribution in all areas.

Knowledge, Skill and Experience:

Minimum Education (or substitute experience) required:

- High School diploma.
- Culinary degree is required.
- Valid Serv Safe certificate

Minimum Experience required:

- Minimum of five years experience as Sous Chef.
- Two plus years of experience as an Executive Chef is preferred.

Skills Required:

- Strong interpersonal and oral communications skills
- Knowledge of principles and processes for providing customer service
Professional demeanor
- Fluent ability to read, write and speak English
- Ability to understand high-volume operations.
- Ability to be a self-starter.
- Possess strong interpersonal and organizational skills.
- Possess strong computer skills including proficiency in Outlook, Word, and Excel
- Ability to walk, stand and/or bend continuously to perform essential job functions.
- Ability to work under pressure and deal with stressful situations during busy periods.

Financial Responsibility and Authority:

Equipment: Reasonable care and operation of all equipment authorized to use and care for.

Financial: Ability to control/create kitchen budget including food costs, inventory, and employee labor cost.

Internal and External Business Contacts: Maintain positive and professional working relationships with outside vendors. Also responsible in maintaining exceptional relations with all clients and members.

Supervisory: Is completely responsible for all kitchen staff including dishwashers, line cooks, and Sous Chef.

To Apply:

Please send resume, salary requirements, and references to careers@ardenhills.net and list the position in the subject line. All candidates will be subject to passing a pre-employment drug screen.

Arden Hills Resort Club & Spa is an equal opportunity employer.