

Job Title –

Executive Chef

Company

Muskoka Bay Resort

Location

Gravenhurst, ON

Salary

\$70,000.00 – \$85,000.00 per year

Job type

Full-time

Job Description**Job Summary:**

Accountable for overall success of the daily kitchen operations. Exhibits culinary talents by personally performing tasks while leading the staff and managing all food related functions. Works to continually improve guest and employee satisfaction while maximizing the financial performance in all areas of responsibility. Supervises all kitchen areas to ensure a consistent, high-quality product is produced. Responsible for guiding and developing staff including direct reports. Must ensure sanitation and food standards are achieved. Areas of responsibility comprise overseeing all food preparation areas (i.e., banquets, room service, restaurants and bar, beverage cart, etc.) and all support areas.

Duties and Responsibilities:

Specific areas of responsibility and requirements include, but are not limited to:

1. Report to the General Manager.
2. Work with the department managers in ensuring all guests of MBC (whether members, daily fee golfers, corporate clients, tournaments, or stay and play) are provided superior levels of customer service consistent with a high-end golf property such as MBC.
3. Work with the department managers in planning and organizing club events and activities for members and in handling membership requests and complaints and seek input from General Manager.
4. Work with the Clubhouse Manager in planning food and beverage activities at the club (i.e., weddings, banquets, membership activities, etc.). Work with the Clubhouse

Manager to ensure that events at the Club are properly planned and executed in a manner that provides a superior experience to guests consistent with a Club of the caliber of MBC.

5. Hire, train and supervise kitchen staff and seek input from Clubhouse Manager and General Manager. Assist in training on customer service philosophy.

6. Schedule and manage kitchen staffing to meet daily service needs in accordance with MBC's budgets. Ensure proactive monitoring of labour occurs with consideration given to the volume of business on the tee sheet, the use of seasonal salaried labour, weather conditions of the day and anticipated weather in coming days. Where possible, labour should be minimized but not at the sacrifice of providing the required service to members and guests of MBC.

7. Work with the Controller to ensure all kitchen staff are properly signing in and out daily using the Carma biometric time clocks.

8. Develop menus for the Cliffside Grill, the Muskoka Room, banquets, small events, the hallway house, and the food and beverage cart. Cost out the menus and suggest changes annually to General Manager.

9. Document recipes and prepare support materials (menu costing, portion control, etc.).

10. Control and manage food costs and maintain food cost standards.

11. Manage the food ordering process and seek input from TruStar Golf.

12. Complete inventory counts periodically (at minimum monthly) and keep accurate food inventory records. Inspect, safeguard, manage, and control food inventory and seek input from TruStar Golf.

13. Present meals utilizing culinary principles, standards, techniques and equipment (e.g. grilling, broiling, baking, using decorative food displays, following recipes) to high standards of excellence while working within food cost budgets.

14. Ensure the proper opening/closing and operation of the kitchen following strictly the established protocols and procedures set out by the Club and/or Health and Safety Protocols.

15. Maintain a variety of operational records and assist TruStar Golf in preparing various kitchen analyses.

16. Ensure quality sanitation procedures and safe work practices are followed throughout the kitchen and storage areas.

17. Maintain all health and safety and health inspection standards whether federal, provincial or local.

18. Implement practices and procedures needed to maintain material, equipment and supplies; including vendor identification, supply requisition and purchasing, and inventory control. Ensure the kitchen staff maintain and update a kitchen repair book and notify TruStar Golf via General Manager of any repairs/damages to kitchen equipment.

19. Assist with various off season projects at the club (i.e., planning, monthly events, promotion, where appropriate, etc.).

20. Enforce the rules, policies, and code of conduct expected of employees and documented in employee, orientation, or operational manuals. Work with Clubhouse Manager and General Manager in assessing, adjusting, creating, and improving policy and procedure as it pertains to Food and Beverage operations prior to the start of each operating season.

21. Ensure any staff performance issues or violations of rules, policies, and codes of conduct are immediately reported to General Manager for follow up verbally and in writing.

22. Ensure full and timely implementation of administrative procedures (i.e., purchase orders, invoice coding, employee registration, payroll hour's submissions, inventory counts, inventory reports, etc.). Ensure the purchase order system and other administrative systems are followed in the kitchen department.

23. Participate as a departmental committee member for the Club's joint Health and Safety committee on behalf of the kitchen department.

24. Ensure that all inquiries from the Advisory Committee members or the membership at large are directed and communicated to General Manager in the timely fashion.

25. Act as a "Club Leader" at all times, which is required from all MBC managers and salaried employees. A Club Leader is a person who displays a positive attitude at all times, actively and positively contributes to team work and goals, provides a motivational working environment to staff members, keeps other team members in harmony, focuses on the tasks at hand and does not participate in club politics, always respects other team members, and always acts in the best interests of MBC.

26. Address other such duties as may be requested and required for the orderly and efficient operation of the Club or its affiliates.

Applicant Qualifications

You have requested that Indeed ask candidates the following questions:

- How many years of Culinary experience do you have?
- How many years of management experience do you have?
- How many years of Sous Chef experience do you have?

Job Settings

Hires Needed: **1 hire**

Apply method: **Email (tjalderdice@muskokabayclub.com,
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