

Boothbay Harbor Yacht Club

JOB DESCRIPTION: Executive Chef

DATE : 12/30/09

SALARY RANGE: \$800 TO \$1,100 per week

REPORTS TO: Club Manager

IV. Duties and Expectations:

- 1) Responsible for the day to day operation of the kitchen facility at the club.
- 2) Create and periodically update menu plans for all meals including luncheon, dinner, bar menu, supper (e.g. Sunday) and staff menu.
- 3) Order and secure and maintain on hand such foodstuffs and coordinate needs to produce and serve these menus.
- 4) Maintain control of inventory, keep waste to a minimum and prepare an inventory on the 15th of the months of July, August, and September or on the closest Monday thereto.
- 5) Insures sanitary handling and storage of foods and maintains clean and efficient facilities
- 6) Maintains efficient and safe procedures in facility. Instructs staff periodically on safety procedures.
- 7) Prepare the kitchen for operation as scheduled in the BHYC Calendar in June, maintain a clean kitchen throughout the season and clean/secure and shut down the kitchen in September.
- 8) When the kitchen is open, The Executive Chef shall devote his/her full time, energy, and attention to the performance of these duties for the club. When the dining room is open he/she will be the primary “chef on duty” for all meals and special events.
- 9) The Executive Chef will recruit, train and supervise all the kitchen staff in consultation with the Club Manager. The Club Manager will be responsible for hiring and terminating employees. The Executive Chef and Club Manger will work within the authorized personnel budget for kitchen staff.
- 10) The Executive Chef will work with the club Manager to create performance standards for the kitchen staff and help evaluate the staff on a monthly basis.
- 11) Assist and support committee chairs in designing their special events.

- 12) Special event menus as well as private special events, pricing and physical arrangements will be the responsibility of the Executive Chef subject to approval of the Club Manager.
- 13) The Club Manager will hire, train and supervise a Dining Room/Bar Manager who will coordinate with the Executive Chef the interface of the dining room staff with the kitchen staff.
- 14) The Executive Chef will work with and support the Dining Room/ Bar Manager with the goal being to perform as a team to provide the best possible service to the members.
- 15) The Executive Chef will consult with the Dining Room/Bar Manager on what wines to stock and recommend wine inventory levels on a weekly basis.
- 16) The Executive Chef will cater all private parties scheduled by the Club Manager in accordance with club policy; such events to be subject to approval of the Vice Commodore.
- 17) The Executive Chef or his/her designated employee will help set up and maintain the menu on the POS system and make recommendations on improving the system.
- 18) Recommend menu pricing for approval by the Club Manager.
- 19) Attend weekly staff meetings.
- 20) Attend monthly Dining Room Committee meetings.