



## Executive Chef Position Description

**Position Title:** Executive Chef

**Reports to:** Food and Beverage Director

**Position Summary:** Responsible for all food and pastry production including that used for restaurants, banquet functions, and other outlets. Develops menus, food purchase specifications and recipes. Supervises production and pastry staff. Develops and monitors food and labor budget for department. Maintains highest professional food quality and sanitation standards.

### **Essential Functions:**

- Hire, trains, supervises and evaluates the work of management staff in the food and pastry production departments.
- Plans menus (with Food and Beverage Director) for all food outlets in the Club.
- Schedules and coordinates the work of 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 assure consistently high quality and to minimize food costs; exercise portion control for all food 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 ensure that financial goals are met.
- Attends food and beverage staff and management meetings.
- Consults with catering staff about food production aspects of special events being planned.
- 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.

How to apply:

Shericka Armstrong (Human Resources Manager) | [www.ulcc.org](http://www.ulcc.org) | [sarmstrong@ulcc.org](mailto:sarmstrong@ulcc.org)

- Plans and manages the employee meal program.
- 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.
- Recruits and makes selection decisions; evaluates job performance of kitchen staff; corrects, rewards and disciplines staff in a fair and legal manner.
- Recommends compensation rates/increases for kitchen staff.
- 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 from the kitchen attend service lineups and meetings.
- Motivates and develops staff including cross-training and promotion of personnel.
- Periodically visits dining area when it is open to welcome members.
- Hosts taste panels to assess feasibility of proposed menu items.
- Undertakes special projects as assigned by the Food and Beverage Director.
- Performs all other duties as assigned by employer.

#### **Qualifications and Skills:**

**Education:** Culinary Arts Degree and Apprentice Program graduate.

**Experience:** Minimum five years experience as an Executive Chef at a comparable club or luxury hotel property.

**Additional Skills:** Supervisory experience, good organization and communication skills are required.

**Licenses and Certifications:** City of Chicago Food Sanitation certificate

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