



## JOB POSTING – Blue Ocean Golf Club

<b>Position Title:</b>	Executive Chef	<i>Blue Ocean Golf Club is a public 18-hole championship golf course with a full service golf shop, covered practice facility, golf academy, clubhouse and the Blue Ocean Bar &amp; Grill. Located in beautiful Sechelt BC on the scenic “Sunshine Coast,” Blue Ocean offers guests a great golf and culinary experience with exceptional service, stunning scenery, and meticulous course conditioning.</i>
<b>Department:</b>	Food & Beverage	
<b>Reports to:</b>	General Manager	
<b>Job Type:</b>	Salary Year Round	
<b>Application Deadline:</b>	January 19, 2018	
<b>Start Date:</b>	January 19 – February 28, 2018	

### POSITION OBJECTIVE

Responsible for all food production including the restaurant and special events. Develops menus, food purchase specifications and recipes. Supervise kitchen & restaurant staff. Develop and monitor food and labour budget for the department. Maintain highest professional food quality and sanitation standards within the restrictions of budget.

### RESPONSIBILITIES & EXPECTATIONS

- Schedule and co-ordinate the work of all kitchen employees to assure that food preparation is technically correct and to set standards.
- Establish controls to minimize food and supply waste
- Prepare all necessary data for the budget in his/her area of responsibility; project annual food and labour costs and monitor actual financial results; take corrective action where necessary to help assure that financial goals are met.
- Evaluate food products to assure that quality standards are consistently attained. Interact with restaurant supervisor to assure that food production consistently exceeds the expectations of guests
- Plan and manage the employee meal program
- Provide daily, weekly, monthly reports and other reports as requested
- Execute any other duties as requested by the General Manager

### DUTIES AND RESPONSIBILITIES

#### 1. Department Specific Duties

- Hire, train, evaluate and supervise the work in the food production departments
- Plan menus for the club considering guests, marketing conditions, popularity of various dishes, holidays, costs and a wide variety of other factors
- Safeguard all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles
- Develop recipes and techniques for food preparation and presentation which help to ensure consistently high quality and to maintain food cost percentages.
- Exercise portion control over all items served and assist in establishing menu selling prices
- Attend weekly department managers meetings
- Consult with General Manager about food production aspects of special events being planned
- Cook or directly supervises the cooking of items that require specialty preparation.

#### 2. Guest Experience

- Create & maintain a welcoming club environment for members and guests
- Maintain the high standard of guest service expected by members and guests

### **3. Human Resources**

- Employ personnel that exceed expectations and are suited to working in a golf club environment
- Orient and train employees so as to ensure that each individual has a complete understanding of the menu and the Club's policies
- Maintain current departmental manual for the Food & Beverage department
- Build an efficient team of employees by taking an active interest in their welfare and development
- Conduct employee performance appraisals as required
- Terminate employment of personnel as required

## **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

### **1. Technical Skills and Knowledge**

- Red Seal certification or other education related to the industry
- Current First Aid certificate preferred
- Strong computer skills with proficiency in Microsoft Office suite of programs

### **2. Abilities**

- POS knowledge and programming
- Business management
- Superior organization skills
- Excellent written and verbal communication skills
- Quick evaluation and decision making
- Friendly, helpful telephone manner
- Strong comprehension of the English language
- Must be able to work in a fast paced environment and meet deadlines as required
- Work efficiently in a non supervised position

## **WORK CHARACTERISTICS**

- Primarily inside work within a kitchen environment
- Some outside work required
- Salaried position that may include evenings and weekends
- Must be able to meet deadlines as required
- Work efficiently in a non supervised position

**Please send your resume and cover letter to:**

Ken Langdon, General Manager  
 klangdon@blueoceangolf.ca

**Posting closes: January 19, 2018**

**Salary: Commensurate with experience**

**Complimentary meals**

**Complimentary stand-by golfing privileges**

Start Date: Jan 19 – Feb 28 negotiable

Only successful candidates will be contacted for interviews