

**Job Description – Executive Chef, Inwood Country Club
Inwood, NY**

Position: Executive Chef
Reports to: General Manager, Food & Beverage Committee Chair
Job Level: Exempt (Salaried)
Location: Inwood, NY and Atlantic Beach, NY (Beach Club)
Objective: To provide wholesome, delicious and innovative food choices for members across a variety of events, menus and outlets.
Start Date: Early 2020

Job Specifications:

The ideal candidate will have at least 7-10 years of experience as an Executive Chef or Sous Chef in a similar club, multi-unit restaurant or hotel/resort environment. Culinary school degree or the equivalent apprenticeship/work experience required. Must be well-versed in a variety of cooking styles and cultures, with contemporary, classical and ethnic cooking repertoires. Experience in serving a la carte, banquets, buffets and large social and corporate functions up to 350 persons or more. Multi-unit experience essential as there are several dining venues at the Main Clubhouse, as well as casual and banquet operations at the oceanfront Beach Club. Must be highly skilled in Menu Planning, Costing and Pricing, Purchasing, Inventory Control, Labor Management, Expense Management and Member/Guest Satisfaction. Must be a team player with an eye for detail a passion for cooking, creativity, and skilled at developing staff and continuing to raise the bar.

Key Responsibilities of the Executive Chef:

- Plans menus for all food outlets in the club, as well as Banquet and Special Event Menus for member and guest functions.
- 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.
- Coordinates with the Assistant Manager, Dining Room Manager, Beach Club and other managers to plan and execute daily menus
- Creates special event menus and catering menus.
- Approves the requisition/purchasing of products and other necessary food supplies.
- Receives purchases and processes invoices for prompt payment.
- Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all F&B areas
- Establishes controls to minimize food and supply waste and theft.
- Safeguards all food preparation by implementing training to increase staff knowledge of safety, sanitation and accident prevention principles, assuring all have current Food Safety Certificates on file.
- Develops standard recipes and techniques for food preparation and presentation which help to assure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing menu selling prices.
- Manages labor, food and costs and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met.

- Attends management meetings.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Interacts with management to assure that food production consistently exceed the expectations of members and guests.
- In conjunction with management team, assists in maintaining a high level of service principles in accordance with established standards.
- Establishes and maintains a regular cleaning and maintenance schedule for all F&B areas and equipment.
- Visits dining area when it is open to welcome members. Meets with members on occasion to plan events and offer suggestions to enhance affairs.
- Stays current with culinary and service trends by attending industry events and Chef Association meetings and seminars
- Performs other duties as assigned.

Other Qualifications:

Food Safety Certificate, Driver's License required. Certified Executive Chef Certification is a plus. Computer literacy required in Microsoft Office (Word, Excel, PowerPoint) as well as POS systems (i.e. Jonas). Must be able to lift 50 lbs. Must be able to stand for long periods of time.

About Inwood Country Club

Inwood Country Club is a private, member-owned club founded in 1901, and is located approximately 20 miles from New York City, on the south shore of Long Island. The Club hosts spectacular views of nearby Jamaica Bay, Kennedy Airport and the New York City Skyline. Amenities include a stately brick mansion-style Clubhouse with guest rooms & suites, an 18-hole Championship Golf Course (host of PGA and US Open Championships), driving range, 10 tennis courts, fitness center, pro shop, and a full-service oceanfront beach club 10 minutes away. The Club is family-friendly, progressive and offers a competitive salary, along with medical, dental and life insurance participation, uniforms, meals and professional dues.

Contact:

Send Resume and Cover Letter to General Manager Mark Westfield @ mark@inwoodcc.org. No phone calls, please.