



Windsor Yacht Club

Position: Executive Chef
Accountable to: Director of Operations
Supervision Given: Minimal

Skills Required

- Minimum five years of experience as an Executive Chef
- Canadian Red Seal Certification and Food Handler Certification
- Excellent planning and organizing skills.
- Excellent interpersonal and communication skills
- Excellent team building and leadership skills.
- Ability to work flexible hours, multi-task, and meet deadlines.
- Ability to work well under pressure.
- Passion for producing high-quality food and knowledge of current food trends.
- Strong administrative skills
- Strong understanding of financial management and budgeting including controlling costs and maintaining margins.
- Proficiency with computers and computer programs, including Microsoft Word, Excel, and Outlook and Scheduling App (7-Shifts)
- Ability to quickly and effectively resolve issues, especially in high-pressure situations

Job Summary

Accountable for the overall success of the daily operations of the kitchen. Supervises and motivates kitchen staff to provide consistent, high-quality products. Develops controls and standard operating procedures to control quality, waste and costs. Responsible for ensuring impeccable sanitation standards. Responsible for balancing member satisfaction with the financial performance of the kitchen. Exhibits culinary talent while mentoring and developing the culinary team, including Sous Chefs and all other direct reports.

Job Duties and Responsibilities

- Coach and provide leadership to all the kitchen staff, ensuring the training and development of staff and providing input for performance, appraisals, and disciplinary action.
- Ensure consistent food preparation and the highest caliber of food presentation, taking advantage of all opportunities to improve upon both and ensuring communication with the kitchen staff.
- Ensure that all culinary offerings align with the club's commitment to excellence and member satisfaction, including regularly interact with members to gather feedback and tailor dining experiences to meet their expectations.

- Recruit, train and develop all kitchen employees, including implementing a continuous improvement process for culinary techniques.
- Strong and effective communication with the F&B management team.
- Work with the F&B team to create and plan new member events or to improve existing annual events.
- Ensure cleanliness and hygiene is maintained in the various kitchen areas, including refrigerators and storerooms and that food products are rotated to ensure high standards of freshness. Ensure refrigerators and storerooms are organized and maintained in the various kitchen areas daily and that all food products are stored per provincial regulations.
- Develop and introduce a minimum of three new seasonal menus annually for member dining as well as catering. Ensure menus align with current food trends and the membership's overall needs and desires. Ensuring all costs are available for review by the Director of Operations and are in line with budget.
- Assist and coach other staff in reducing the workload or meeting the department's deadlines.
- Ensure food is stored in appropriate containers, labelled, and rotated to ensure high standards of freshness, minimizing waste, and maximizing quality.
- Ensure that the morale of the kitchen staff is maintained by practicing positive strategies to motivate staff and encourage self-esteem and efficiency.
- Strive to advance knowledge, skills, and abilities and consistently share them with others.
- Strive to uphold a safe working environment, be health and safety conscious and be actively involved in maintaining and improving a safe work environment. Ensure maintenance requests, incident reports, and investigations are submitted and followed up on.
- Prepare/ approve weekly staff schedules and monitor staffing levels in conjunction with determined budgets.
- Set and achieve targets for cost control, margin improvement, and revenue growth. Increase food revenue, reduce kitchen expenses, and maximize productivity, ensuring high-quality food and member satisfaction.
- Promote professional work habits, encourage staff to act with integrity, recognize this trait in others and reward them appropriately.
- Manage employee performance through training, coaching, or corrective action as required.
- Attend weekly F&B meetings prepared to communicate all pertinent information to the Director of Operations and the rest of the F&B Management Team.
- Ensure all administrative work is completed promptly, including payroll, inventory counts, invoice coding, etc.
- Ensure that scheduled employees have reported to work; document any late or absent employees and use corrective action as necessary. Track all sick calls and follow up with disciplinary process as required.
- Ensure that the delegation of tasks and food production is organized using prep sheets.
- Assist in the budgeting process as required by the Director of Operations

Revised: August 21, 2024