



ARBUTUS RIDGE
GOLF CLUB

JOB POSTING – Arbutus Ridge Golf Club and The Satellite Bar and Grille

Position Title:	Executive Chef	<i>The Arbutus Ridge Golf Club is located in the seaside community of Cobble Hill, a 25 minute drive from the outskirts of Victoria, 45 minutes from Nanaimo and just 15 minutes from the cultural city of Duncan. The Bill Robinson design 18-hole golf course is complimented with the renowned GBC Golf Academy, Satellite Bar & Grille and Indoor Tennis Facility. www.arbutusridgegolf.com.</i>
Department:	Food & Beverage	
Reports to:	General Manager	
Job Type:	Year-Round, Full-Time, Salary	
Application Deadline:	November 2, 2018	
Start Date:	December 1, 2018 (negotiable)	

POSITION OBJECTIVE

1. To ensure the proficient operation of the culinary area
2. Work together with the Food & Beverage Services Manager and Events Manager on the overall proficiency of the Food & Beverage Department
3. To coach, develop and train Team Members
4. To ensure that exceptional guest service is provided and that our guests enjoy a great golf and dining experience

DUTIES AND RESPONSIBILITIES

1. Department Specific Duties

- Plan menus (with Food & Beverage Services Manager & General Manager) for all outlets in the club considering guests, marketing conditions, popularity of various dishes, holidays, costs and a wide variety of other factors. Update menu engineering cost information regularly.
- 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; together with the Food & Beverage Manager plan and meet budgeted expense targets.
- Provide daily, weekly, monthly reports and other reports as requested
- Cook or directly supervise the cooking of items that require specialty preparation
- Attend department manager communication meetings and event detail meetings
- Execute any other duties as requested by immediate supervisors

2. Quality Control

- Establish controls to minimize food and supply waste and theft
- Evaluate food products to assure that quality standards are consistently attained

- Schedule and co-ordinate the work of all kitchen Team Members to assure that food preparation is economical and technically correct according to the menu syllabus.
- Develop recipes and techniques for food preparation and presentation which help to ensure consistent high quality and to minimize food costs; exercise portion control over all items served and assists in establishing menu selling prices

3. Health and Safety

- Safeguard all food preparation Team Members by implementing training to increase their knowledge about safety, sanitation and accident prevention principles

4. Team Member Development

- Hire, train, evaluate and supervise the work of all in the food production departments
- Ensure Team Members within the department receive fair and safe working conditions

5. Guest Experience

- Ensure each guest receives consistent services and products
- Interact with the Food & Beverage Manager to assure that food production consistently exceeds the expectations of guests

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

1. Technical Skills and Knowledge

- Solid understanding of the restaurant and hospitality industry
- Education related to the industry - Red Seal papers or equivalent experience
- Sanitation and hygiene knowledge and a good working knowledge of current applicable health laws
- Knowledge in kitchen management, cost controls and purchasing
- Human resource experience

2. Abilities

- Business management
- Organization
- Communication
- Quick evaluation and decision making
- Strong management skills
- Maintain up to date understanding of current trends in food and restaurants
- Must be able to meet deadlines as required
- Work efficiently in a non supervised position

WORK CHARACTERISTICS

- Primarily inside work within a kitchen environment
- Some outside work required
- Will be required to work on a shift basis, including weekends and evenings
- Work in a fast paced environment

BENEFITS AND COMPENSATION

- Competitive annual salary
- Benefits available after three months of full time employment
- Complimentary Golf & Tennis on a stand-by basis
- Option to purchase goods from the Golf Shop for cost + 10%
- Discount on food in the Satellite Bar & Grille for you and up to three guests

Please send your resume and cover letter to:

Richard Ingle, General Manager
ringle@golfbc.com

Posting closes: November 2, 2018

OUR CORE STANDARDS

Live our core standards – F.I.R.S.T.!

- Friendly and Helpful
- Initiative and Action
- Respect and Dignity
- Sales and Service
- Team and Facility Appearance