



## EXECUTIVE CHEF POSITION

2115 SW Salmon Street • Portland, OR 97205 | [www.thetownclub.org](http://www.thetownclub.org)

The Town Club is a member-owned, private women's club in Portland, Oregon. Since 1928, the Club has welcomed members and their guests in an atmosphere of dignity and graciousness. As a social club, members enjoy lunch and dinner on stated days, as well as gathering for a variety of other activities. A robust calendar of speakers and programs is offered throughout the year. The Club is open five days a week (Monday-Friday lunch and Wednesday-Friday dinner) plus weekends as reserved for private or club events, 12 months a year.

### JOB PROFILE

Seeking highly experienced and creative Executive Chef to join our culinary team. Create new menu items, train, and direct all kitchen staff, maintain quality control during meal preparation and service, and manage inventory and purchasing. Administrative duties include documenting food costs and meeting budget targets. Must have proven success in the kitchen as a confident, effective, and efficient leader who can motivate and work collaboratively with The Town Club culinary team.

### REPORTS TO

General Manager

### MISSION

To continue a tradition of excellence in member service and satisfaction in keeping with the traditions of one of the premier private clubs in the region.

### ESSENTIAL FUNCTIONS

- Create new recipes and design overall menu for member dining, private/club events, and take-out.
- Order and arrange delivery and pick up of food and/or supplies.

- Coordinate and direct all food preparation and execution of meal service.
- Is present at all major club and social events and key periods of club activity.
- Monitor the quality of food while meeting Town Club standards and expectations of food quality, freshness, and presentation.
- Maintain food and labor cost controls.
- Maintain vendor management and relations.
- Track and record monthly inventory of food and kitchen supplies.
- Coordinate repairs of all kitchen equipment.
- Hire, train, and schedule kitchen staff.
- Act in a professional manner while maintaining outstanding member relations.
- Maintain a clean kitchen and follow all state food safety and sanitation laws.
- Works closely with General Manager, Assistant Manager, and House Committee to coordinate best practices, menu selection and promotion.

## **REQUIREMENTS AND QUALIFICATIONS**

- Culinary Arts degree preferred.
- Five plus years experience as an Executive Chef or managerial kitchen position.
- Proficient in Microsoft Office.
- Excellent time management and organizational skills.
- Proven leadership and creative abilities in the kitchen.

## **BENEFITS**

- Salary commensurate with qualifications and experience.
- Medical, Dental and AD&D, 401k, vacation, sick pay, discretionary bonuses.
- Covid-19 vaccination is required for employment.

Please email resume and cover letter to:

[contact@thetownclub.org](mailto:contact@thetownclub.org) | No Phone Calls Please