

AGCC EXECUTIVE CHEF JOB DESCRIPTION

Astoria Golf and Country Club is a member-owned, private golf and country club in Astoria, Oregon. Since 1923, the Club has welcomed members and their guests to a relaxed and refined atmosphere. Members enjoy breakfast, lunch and dinner as well as a robust calendar of social events offered throughout the year, including private parties and banquets.

POSITION SUMMARY:

Subject to the oversight of the Club Manager, the Executive Chef is responsible for the management of the kitchen operations and delivering an exceptional dining experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees all aspects of kitchen operations
- Writes menus for a la carte, special event and banquet service
- Creates daily and nightly specials
- Develop recipes in accordance with member tastes, food seasonality, budgeted cost, ease of preparation and established procedures
- Stay current on local, regional & national trends, maintain excitement in products being served
- Identify and incorporate new techniques and presentations
- Assist hourly staff in food preparation, line cooking, banquet service, dishwashing, and general kitchen cleaning
- Hires, trains, and supervises kitchen staff.
- Produces staffing schedules for back of house
- Regularly inspects and ensures quality of food production, service, sanitation & maintenance of equipment, and employee appearance, production & performance.
- Control's labor and food spending in relation to expected business
- Orders required food and non-food materials for restaurant operation (not including bar alcohol)
- Ensures that kitchen is operating in accordance with all health, labor and food safety laws
- Maintains kitchen equipment and contacts professionals when more advanced repairs are needed
- Maintains a clean and sanitary kitchen and storage facility
- Conducts monthly inventories of goods on hand
- Manage and control monthly and annual labor and food budgets presented by manager and board of directors

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

- Positive and proactive attitude relating to guest service and overall guest experience.
- Good communication skills, both written and verbal.
- Ability to communicate on various levels to include team members, the senior leadership team, guests, vendors, and contractors, at all times showing tact and diplomacy as an AGCC Dining team leader.
- Must be comfortable and willing to lead by positive example.
- Follow company policy/procedures, complying with all State and Local Health and Safety rules and regulations.
- Culinary degree is not required beyond 7 years of kitchen management and culinary experience.
- Experience in a private club environment is desirable

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the team member must:

- Can lift 50 pounds occasionally.
- Lift, reach, bend, twist, push, pull, squat, grasp and use arm-hand coordination on a consistent basis.
- Have the stamina to stand on feet for lengthy periods of time, not to exceed 4 hours.
- Have the ability to work weekends and holidays, mornings and evenings as business demands.

BENEFITS

AGCC offers an impressive collection of benefits! Some benefits include:

Salary and Bonus commensurate with experience

- Medical/Dental/Vision/Telehealth Coverage
- Company paid Life Insurance and Long-Term Disability
- FSA options
- 401(k) with company match
- Paid Vacation and Sick Time
- Golf Benefits, Meal and Merchandise discounts

Please send resumes to: Reid Peterson at reid@astoriagolf.com

Goal is to have this position filled by December 15th.

AGCC is proud to be an equal opportunity employer. We are committed to creating an inclusive environment, and we welcome and encourage people of all backgrounds, perspectives, experiences, and skills to apply.

All employment decisions at AGCC are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the law and regulations. We will not tolerate discrimination or harassment based on any of these characteristics.