



Executive Chef

Property Description:

Spring Valley Golf Club is an 18-hole course located in Elizabeth, CO about 15 minutes east of Town of Parker. In business for over 25 years, it is both a membership golf club and open to the public. Situated inside the golf club is Creekside Bar & Grill, serving lunch and dinner daily, with a 3,500 square foot ballroom on the 1st level for weddings and special events.

The ideal candidate is someone who understands the opportunity presented to them with an already established restaurant, but an exponentially growing community. Spring Valley Community is to receive an additional 3,500 homes in the next 2-5 years on its doorstep. With Creekside Bar & Grill the only restaurant in the 15-minute vicinity, the potential is enormous for an ambitious Executive Chef. The individual we are looking for has a creative mind when it comes to creating new menus, is willing to challenge him/herself, strives to go above and beyond what's expected, and is financially minded towards the operation he or she runs.

Full Job Description:

The Executive Chef is responsible for establishing and promoting the company culture, providing leadership to the ladies and gentlemen they oversee, food quality, and the financial well-being their operation. The ability to recognize, create and implement the future potential of the entire operation is absolutely critical. They are financially innovative, creative, outgoing, personable and proactive.

Some technical skills required of the Executive Chef include; food ordering and cost management, scheduling, training and upholding food quality standards, ensuring guest satisfaction, leading stand-up meetings, systems management, special event execution, kitchen opening/closing, financial reporting, and other duties to lead a successful operation. This position must also be able to perform the same functions as a line cook and be able to work long hours indicative of a kitchen operation.

Essential Job Responsibilities:

- **Communication:** Provide leadership to our kitchen ladies and gentlemen ensuring successful execution of each shift while focusing on food quality. Maintain transparency in decision making and guidance to the ladies and gentlemen by holding daily stand-up meetings, quarterly trainings, individual one-on-ones/evaluations and an open-door policy. Ensure communication and efforts between culinary and FOH, and culinary and Pro-Shop are seamless and unified. Daily communication of operational status, equipment needs, staffing levels, and other important information from shift leader to shift leader is critical.



- **Leadership:** Leading by example in terms of timeliness, attitude, hard work, integrity, honesty, grooming standards, service standards and energy will constantly push the team in the right direction. Partnering with the FOH to create new menus and menu items is essential. Keeping The Creekside Bar & Grill trendy and relevant seasonally and while building for the future is the goal. Maintaining self and staff's necessary certifications and licenses up to date.
- **Organization and Management:** Hiring and training a positive and engaged kitchen team according to our personnel standards. Creating and executing training plans based on quality SOP's and steps of service is paramount. Weekly and monthly food & beverage inventory control measures should be followed along with the monitoring of china, glass, silver & kitchen equipment to ensure the operation is setup for success. Partnering with the General Manager and Bar Supervisor to control expenses and maximize profitability is imperative. Labor costs must be monitored daily through scheduling, avoidance of overtime, monitoring punches, and cutting staff hours when appropriate to push profitability. Ensuring all staff and areas are in compliance with health department practices and safety should be a priority on a daily basis. Utilizing the Microsoft Office 365 cloud based system for all data, folders, files etc management is essential to a cohesive leadership team.
- **Business Management:** Responsible for food security/inventory management, cost of goods management, wage management, direct expense management, operating supply ordering, and other general business management. Ability to forecast revenue and labor on weekly, monthly and quarterly basis. Partnering with the pro-shop to ensure events are scheduled accordingly and revenue is maximized. Overseeing the kitchen team and ensuring labor and food costs are well managed and appropriate based on seasonality.
- **Facility Management:** Responsible for monitoring heat and utility function, kitchen equipment, kitchen area cleanliness, daily security of buildings, entrances, deck, exterior grounds.

Personal Skills:

- A positive, can-do attitude
- Exhibiting hard work, integrity and honesty
- Strong personal character
- Excellent time management and organizational skills
- Ability to gracefully and humbly give and receive criticism as opportunities for growth
- Ability to stay positive, focused, and constructive when faced with setbacks, challenges and while working in an ever-changing environment
- Ability to recognize potential in each lady and gentlemen and capitalize on it to better the company and the individual
- Strives for open, honest, and effective communication to build trust and professional relationships



- Excellent listening skills, oral and written communication skills and interpersonal skills
- Team leadership skills
- Excellent problem-solving skills

Qualifications/Knowledge:

- High School diploma is required, Associate's or Bachelor's degree in Culinary Arts is preferred
- 2-5 years' experience in medium to high volume, high quality, casual fine dining kitchen
- Experience in event/banquet operations
- Developing unique, trendy and relevant menus and menu items
- Knowledge of flavor pairings, culinary best practices, creation of unique recipes
- Passion for food, flavors, ingredients
- Collaborating with the General Manager to set menu prices
- Creative approach to special F&B events such as Easter Brunch, wine tasting, whiskey tasting etc
- Proficiency in building and maintaining BOH SOP's
- Experience in scheduling BOH staff to satisfy seasonal volume and budget guidelines
- Proficient knowledge of Microsoft Office 365 and its applications
- ServSafe certification required and other culinary certifications preferred
- Advanced knowledge of federal, state and local food handling regulations
- Assisting and directing kitchen team in meal preparation, creation, plating and delivery
- Ability to work a flexible schedule including weekends, holidays and evenings.
- Find, retain and train the right staff for the culinary operation

Work Environment:

Must be able to work in a fast-paced inside and outside environment typical of a restaurant and banquet operation. Spring Valley Golf Club is for the most part a seasonal golf course, however high paced days in the shoulder and off season are frequent and do require work in winter conditions at times.

Physical Demands of Position Include:

Must be able to lift up to 50 pounds. 80-100% of the time will be spent standing, walking, reaching, communicating, tasting and smelling. This position requires individuals to communicate in English as they interact with guests on a frequent basis. This position will require individuals to be out in winter conditions 5-10% of the time.

Reports To: General Manager



Oversees: Kitchen team

Job Type: Full-time

Salary: \$60,000 to \$70,000

Benefits:

- Employee F&B discounts
- Golf and pro-shop discounts
- Annual bonus structure

Schedule:

- 8-to-12-hour shift
- Day shift
- Holidays
- Monday to Friday
- Night shift
- Weekends

Work Remotely:

- N/A

Start Date: Immediately

Signing Bonus: \$3,000 after 8 months of positive performance review