

Cedar Hammock Golf and Country Club is a remarkable club with a highly regarded culinary program led by acclaimed Iron Chef America & Top Chef Ron Duprat, which is one of Naples premier clubs.

Cedar Hammock is a private 6680yard, Par 72 course that was designed by two legendary golf course architects, **Jed Azinger and Gordon Lewis**. Our championship golf course lies within a community of homes where more than 50% of the site has been dedicated to lakes, wetlands and wildlife corridors. This environmentally friendly course provides not only a serene and natural environment for the golfer, but also presents great challenges, with water in play on all eighteen holes. There are nine sets of tees to accommodate golfers of all skill levels.

Cedar Hammock Golf & Country Club is a Common Interest Realty Association (CIRA), a bundled community in which each Owner becomes a Member of the Club with the purchase of their property. There are no other categories of membership offered.

### **. Duties and Responsibilities:**

- Plan for and schedule manpower, equipment, and supply requirements for the department and maintain accountability for the cost, utilization, and performance of employees and equipment.
- Maintain responsibility for the hiring, training, and proficiency of employees in the kitchen department.
- Prepare and produce menu items, responsible for garnishing dishes, and portion control.
- Oversee menu development that ensures a diverse and high-quality menu selection that is responsive to the desires of membership.
- Develop a menu program to reflect seasonality, diversity, and reflect the direction of the culinary program.
- Instruct cooks in the details of preparing menu items.
- Instructs dishwashers in details of using dish machine to ensure high quality of sanitation standards.
- Ensure that high standards of sanitation and cleanliness are maintained throughout the kitchen and dumpster areas at all times and ensure all Health Department standards are met.
- Maintain preventative equipment maintenance and procedures.
- Develop a sound working rapport with the Club membership and house committee by direct interaction during member events and daily operations.
- Work with the Executive Chef to develop Club function and private function business, assisting in menus and in all food service-related areas.
- Maintain breakage, spoiling, and refrigeration temp logs daily. Financial & HR Responsibilities:
- Assist Executive Chef in development of the annual F&B budget.
- Maintain internal controls for the Culinary Department.
- Uphold company payroll policies, procedures, and controls.
- Maintain proper food and labor cost for the Department.
- Manage purchase order system/bid sheets and requisitions.
- Implement and maintain par-stock levels on food inventory.
- Maintain ordering and receiving program to ensure proper quality and price on all purchases.
- Hold responsibility for sales, expenses, and profit goals as outlined in the food and beverage operating budget/plan.
- Operate under all guidelines, policies, and standards set by Cedar Hammock Golf and Country Club
- Responsible for attending all Cedar Hammock Golf and Country Club training seminars and manager meetings.

- Actively demonstrate, encourage, train, and model safety rules, and guidelines in accordance with company, OSHA, EPA, DNR, and other State and Federal law requirements.
- Demonstrate and document safety training and orientation for all employees.
- Take personal responsibility for safety every day.
- Maintain all HR responsibility, including reviews, employee recognition, and counseling.

**Qualifications/Requirements/Experience/Education:**

- Previous experience as a full-service chef in a, hotel or club environment
- Culinary school graduate or demonstrated talent and success in a progressive position as an executive sous chef
- Full knowledge and ability to safely produce food for allergies and dietary preferences.
- Ability to lead, train, and motivate.
- Must have outstanding organizational and communication skills.
- Valid ServeSafe certification card required on duty.

IMPORTANT: your resume and letter in the following manner:

Last Name,

First Name

Cover Letter – Mountaintop

Please email Ron Duprat:

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