



# HARBOUR RIDGE

YACHT & COUNTRY CLUB



JOIN THE HARBOUR RIDGE TEAM  
**EXECUTIVE CHEF**



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## MISSION STATEMENT

Harbour Ridge provides an exceptional experience for our members, their families and guests, by combining our beautiful, natural waterfront location with a casually elegant lifestyle in a warm and welcoming community, offering outstanding amenities, programs and services.





## EXECUTIVE CHEF

### POSITION SUMMARY

The Executive Chef is responsible for all aspects of food production in the restaurant and banquet outlets. Working closely with all culinary managers and staff developing menus, food purchasing specifications, and recipes. The Executive Chef is responsible for monitoring food and labor budgets and is the primary coordinator for sanitation, hiring, training orientation and maintaining a high level of food quality for members and their guests.



## **PERFORMANCE RESPONSIBILITIES:**

- Plan menus for all food outlets pertaining to the club.
- Develop standard recipes and techniques for food preparation and presentation which helps to assure consistency and high quality, while minimizing food costs.
- Attend weekly Food & Beverage and monthly management meetings.
- Consult with banquet management and members for menu planning for catered events.
- Maintain high level of hygiene and sanitation through the culinary department.

## MANAGEMENT/ORGANIZATIONAL SKILLS:

- Recommend compensation rates and increases for culinary and steward staff.
- Evaluate and review the performance of assigned staff in accordance with club policies.
- Implement training programs to ensure all employees are following club guidelines.
- Prepare necessary data for applicable parts of the budget and project annual food and labor costs; monitor costs to assure actual financial results are met.
- Develop policies and procedures to enhance and measure quality; continually update written policies and procedures to reflect current club and state guidelines.
- Recruitment and selection decisions, evaluate job performance of culinary and steward staff; correct, reward, and discipline staff in a fair and legal manner
- Hire, train, and supervise all culinary and steward staff.
- Prepare weekly schedules for all culinary and steward employees



## Organizational Skills / Qualifications:

- A Culinary Arts degree from an accredited school.
- A minimum of three years' prior management experience as an Executive Chef.
- Expert knowledge of food and catering trends with focus on quality, variety, sanitation, production & food cost controls.
- Fine dining restaurant, hotel, or country club experience is highly desired.
- Experience with high touch customer service environment.
- Creativity and presentation skills.
- CEC (certified executive chef) desired.
- Experience in high volume, a variety of dining outlets and locations is highly desired.
- Excellent computer skills (Excel, Word, Outlook required).
- Knowledge of customer dietary restrictions (gluten free, vegan).
- Must be able to pass criminal background check and pre-employment drug screening.
- Must be able to lift and / or move up to 100lbs.





# Benefits: Insurance



MEDICAL / PRESCRIPTION



VOLUNTARY LONG TERM  
DISABILITY



VISION



FLEXIBLE SPENDING  
ACCOUNT



COMPANY PAID SHORT  
TERM DISABILITY



DENTAL



VOLUNTARY  
SUPPLEMENTAL  
INSURANCES



COMPANY PAID LIFE  
INSURANCE



SECTION 125 CAFETERIA  
PLAN



MEDICAL/PRESCRIPTION

# Benefits: Financial/Education



401(K) RETIREMENT PROGRAM WITH COMPANY MATCH



ROTH RETIREMENT PROGRAM WITH COMPANY MATCH



HARBOUR RIDGE FAMILY FOUNDATION GRANTS



DIRECT DEPOSIT



BEREAVEMENT PAY



JURY DUTY PAY



PERFORMANCE-BASED, COMPETITIVE COMPENSATION PLAN



VACATION, PERSONAL AND HOLIDAY PAY



HOLIDAY BONUS PAY



EMPLOYEE REFERRAL BONUS PROGRAM







**HARBOUR RIDGE**  
YACHT & COUNTRY CLUB

**Harbour Ridge Yacht & Country Club is an equal  
opportunity Employer and a drug-free workplace.**

To apply, email your letter of interest and resume  
to [l.yurdatap@hrycc.org](mailto:l.yurdatap@hrycc.org).

[www.HarbourRidge.com](http://www.HarbourRidge.com)

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