

Job Description Chef/Kitchen Manager The Ocala Preserve

Location: Ocala, FL
Position Title: Kitchen Manager

Job Summary

1. Design and implement the cooking of salads, soups, fish, meats, vegetables, and desserts.
2. Plan, cost, and price menus, determine supply inventories, and keep accurate records of prep levels according to volume.
3. Personally, develop relationships with various vendors to ensure quality, timeliness and opportunities for orders on a basis required to satisfy high standards
4. Always maintain the highest levels of sanitation with daily opening and closing checklists, inspections and evaluations
5. Write weekly labor schedules as a percentage of revenue or service requirements projected.
6. Personally, check-in all purchased supplies for accuracy and quality control.
7. Code all invoices quickly and proactively with acute detail and urgencies
8. Conduct interviewing, and training for all back of the house positions
9. Direct and coordinate food preparation.
10. Constantly monitor worker performance.
11. Communicate with staff and supervisors effectively through verbal and written procedures.
12. Investigate and provide resolutions to all member complaints.
13. Oversee work progress to ensure safety standards are being met.
14. Provide constant leadership qualities through example.
15. Constantly monitor all vendors and negotiate competitive pricing.
16. Prepare individual presentation photos and specific recipes for all club menu items.
17. Prepare a monthly summary of the kitchen department's performance as compared to budget.
18. Monitor sanitation practices as established by the Hillsborough County Health Dept.
19. Hands-on line presence inspecting each plate to ensure consistent quality and presentation.
20. Organize all storage (walk-in, dry storage,) to maintain the highest professional standard.
21. Personally, conduct monthly physical inventory to ensure accurate counts, and to maintain budgeted cost of goods.
22. Lead, coach, mentor and train service staff via daily line ups to ensure full knowledge of local cuisine and any challenges anticipated that day

Reports directly to:

General Manager

Compensation Package

Salary

Bonus

Based on experience & skill set

TBD

up to 10% of salary based on:

Annual member survey

- Budgeted food and labor costs
- Food & Beverage Department Net Income
- Health Inspection Reports
- Member satisfaction

Vacation

Health

Per employee handbook

Per employee handbook

Experience and Requirements:

- A minimum of 3 years as a “hands on” Kitchen Management
- Complete knowledge of OSHA, Health Codes and equipment controls
- Active “Cooking Chef” philosophy
- Leadership skills
- Preferably a background in Country Club or quality hotel operations
- Professional, communicative and well spoken
- Comfortable with table visitations, member interaction
- Ability to design, build and document precise recipes and preparation instructions

Please send your cover letter and resume via email to:

darius.tambasco@me.com