



## **Assistant Executive Chef**

Stonewall Links, located in Elverson, Pennsylvania, is looking for an Assistant Executive Chef. The Assistant Executive Chef, working with the Executive Chef, is responsible for all business operations of the kitchens, including staffing, training, inventory, ordering, and customer service. This is a senior position on the management team. This includes providing leadership to the kitchen staff, and the ability to effectively communicate with others while supporting professional relationships throughout the venue. The Club generates \$1.1M annually in food and beverage revenue on its two adjacent golf courses, from three restaurant venues being (i) the main restaurant in the Old Course clubhouse, (ii) the restaurant located in the North Course Barn, and (iii) the lunch café on the 9<sup>th</sup> tee of the Old Course. The Assistant Executive Chef reports to the Executive Chef but is responsible for overseeing the operations of the North Course restaurant and the Old Course café, as well as coordinating the operation of the main restaurant with the Executive Chef. The Assistant Executive Chef is presently required to work 10 months a year.

This person in this position is expected to possess and maintain culinary knowledge, trends, and local styles. This knowledge should be instrumental in elevating the kitchen staff's performance, and to execute superb Guest Service while driving and maintaining the club's culture. In addition, the Assistant Executive Chef is expected to be present in the kitchen during operating hours. While in the kitchen, the Assistant Executive Chef represents every aspect of the venue and should work with all other staff to ensure guests receive exceptional service throughout the venue.

While the job is to be initially the Assistant Executive Chef, the position is expected to transition to become the Executive Chef after one year subject to confirmation that the Assistant Executive Chef has the culinary skills, management abilities and personality to be the Executive Chef.

**SUPERVISORY RESPONSIBILITIES:** All culinary staff, including the Sous Chef, cooks, and dishwashers, report directly to the Assistant Executive Chef and through him to the Executive Chef.

**MAJOR DUTIES AND RESPONSIBILITIES:** The major responsibilities for this position, working alone or under the supervision of the Executive Chef, include but are not limited to:

- Overseeing daily culinary operations.
- Provide leadership and mentorship to kitchen staff.
- Plan and direct food preparation and culinary activities.
- Estimate food requirements and food/labor costs and manage within approved budgets.
- Supervise culinary team activities.

- Drive and maintain club culinary culture.
- Recruit, hire, and manage the culinary team.
- Resolve issues and complaints related to the staff and the kitchens.
- Ensure all culinary products served meet or exceed our high standards and all regulatory food safety guidelines.
- Perform administrative duties, including team time management, payroll, and inventory. Experience with automated inventory systems is considered a plus.
- Develop and maintain good working relationships with a variety of people, including vendors, other departments, staff, and senior management.
- Create and maintain a climate of understanding and respect for all culinary team members.
- Menu Development
- Perform other duties as assigned and requested by the Executive Chef and the General Manager.

### **Candidate Qualifications**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without reasonable accommodation. The requirements listed are representative of the knowledge, skills, education, and/or ability required for this position.

### **ESSENTIAL JOB SKILLS/ABILITIES\***

- Work extended hours as required and/or during busy periods based on business needs.
- Operate a personal computer and use the required applications.
- Work with minimal supervision.
- Manage inventory and orders of equipment or ingredients according to identified shortages.
- Possess excellent verbal and written communication skills.
- Effectively manage projects, schedules, and delegate responsibilities to capable staff, directly or under the supervision of the Executive Chef.
- Follow and secure nutrition and sanitation regulations, safety standards and maintain the necessary food service certifications.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills.
- Strong analytical and problem-solving skills.
- Proficient in Microsoft Office. JONAS skills are considered a plus.

\*Additional responsibilities/tasks within the position's goals may also be assigned.

## **Educational Requirements**

### **EDUCATION and/or EXPERIENCE REQUIREMENTS**

- 4-Year bachelor's degree in culinary science, or relevant field preferred.
- Prior experience as an Executive Chef, Head Chef, or Sous Chef.
- Proven track record of managing food costs and labor successfully.
- Outstanding verbal and written skills, and experience working with staff on all levels.
- Physical Requirements: Ability to stand for hours at a time, including maneuvering up and down stairs.
- Must be able to lift to 20 pounds at-a-time without assistance.

The Club reserves the right to change job descriptions at any time based on business conditions/needs. The Club is committed to equal opportunity in the workplace, preventing discrimination and harassment, including sexual misconduct, in its application and hiring processes and in its employment decisions. Additionally, the Club takes action to prevent retaliation and to create a respectful, equitable, and inclusive environment for everyone.

### **Date Position Available**

February 2025

### **Other Benefits**

- Salary commensurate with experience.
- Medical/Dental/Vision Insurance covered 60% by company
- Simple IRA with employee match up to 3%
- Life and Disability Insurance
- Paid Time Off and Holidays
- Seasonal Food and Beverage Operation (10 months)
- Complimentary employee meals
- Playing privileges and employee discount
- Annual dues to professional/related organization.
- Eligible for annual holiday and management bonuses.

To apply for this position please submit your cover letter and resume to Stonewall's General Manager, Paul Mauer, by e-mail at [pmauer@stonewalllinks.com](mailto:pmauer@stonewalllinks.com) or by US mail to, Stonewall Links, P.O. Box 330, Elverson, PA 19520.