

# Hayfields Country Club- Grill Chef

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**EXPERIENCE REQUIRED:** 2+ years of experience; culinary degree preferred

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**DEPARTMENT:** Food & Beverage

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**REPORT TO:** Executive Chef

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**SCHEDULE:** 40+ hours per week; evenings, weekends, holidays

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## **OBJECTIVE**

The purpose of this role is to coordinate and oversee all aspects of the Redwood Grill operation and Seasonal Pool Grill operation

### **I. SUPERVISOR**

- A. Train Staff
- B. Hire Staff
- C. Take disciplinary action when necessary
- D. Available for any employee who has a concern
- E. Open and close the kitchen
- F. Oversee the Line/Cook on the Line during service

### **II. INVENTORY CONTROL**

- A. Assist Executive Chef with ordering dry goods, perishables, non-perishables, and frozen products accordingly
- B. Stock and Maintain inventory
- C. Rotation of date sensitive products
- D. Price Bidding
- E. Monthly Inventory Reports for Grill and Pool

### **III. FOOD PREPARATION AND PRODUCTION**

- A. Maintain the quality, presentation and taste of food
- B. Provide production sheet for the team
- C. Supervise community prep work (soups, steak, meat fabrication)
- D. Supervise station prep work
- E. Supervise all meal periods (breakfast, brunch, lunch and dinner)
- F. Store and date food appropriately (perishable and non-perishable)
- G. Monitor cooking equipment and line for functionality

### **IV. TEMPERATURES**

- A. Maintain temperature log manuals as required by law
- B. Take temperatures for refrigeration, cooking, hot hold and dish machine

### **V. CLEANING**

- A. Maintain and ensure sanitation procedures
- B. Assign areas to team and hold accountable for cleanliness
- C. Maintain safe usage of cleaning chemicals

### **VI. RECIPES/MENU DEVELOPMENT**

- A. Develop and utilize H.A.C.C.P. (Hazard Analysis, Critical Control Points) for each menu item

- B. Develop, alter and research new recipes for continual menu changes
- C. Develop daily specials for soup, sandwiches, entrees, desserts
- D. Develop menus for member events as they pertain to the Grill and Pool

VII. TEAM WORK RESPONSIBILITIES

- A. Problem Solving skills
- B. Stress Managements skills
- C. Communication skills

VIII. MEETINGS

- A. Meet regularly with Executive Chef, Banquet Chef, and Front of House Managers
- B. Lead meetings as needed with kitchen team
- C. Attend weekly Food & Beverage meeting
- D. Attend monthly Culinary Team meeting

IX. ADDITIONAL RESPONSIBILITIES AS NECESSARY

X. ADHERE TO HAYFIELDS COUNTRY CLUB & STATE LAWS

- A. Adhere to Food Safety Procedures and Tips Procedures
- B. Adhere to Alcohol & Drug Policies
- C. Adhere to Smoking Laws
- D. Adhere to Sexual Harassment Policy

**Physical Demands**

- Exposure to Hot and Cold Temperatures
- Lift or Move an Excess of 100lbs using carts
- Bending and Lifting
- Repetitive Hand Motions
- Slippery Work Environment
- Sharp Cutting Tools
- Exposure to Cleaning Chemicals
- Standing on Feet for 8+ Hours
- Hazards Include, but are not limited to: Cuts, Slipping, Tripping, Falls, Burns