

Job Description
Live-in Chef and Support of Management



SERVICES AND RESPONSIBILITIES

The Employee will be responsible for providing the following services to the Company:

JOB BRIEF

We are looking for an experienced and qualified Head Chef to organize the kitchen's activities. You will be the first in command in the facilities and will create seasonal menus and recipes and inspect dishes before they arrive at the customers ensuring high quality and contentment.

Responsibilities and Accountabilities

- Control and direct the food preparation process and any other relative activities
- Construct menus with new or existing culinary creations ensuring the variety and quality of the servings
- Approve and 'polish' dishes before they reach the customer
- Plan orders of equipment or ingredients according to identified shortages
- Arrange for repairs when necessary
- Remedy any problems or defects
- Be fully in charge of hiring, managing and training kitchen staff
- Oversee the work of subordinates
- Estimate staff's workload and compensations
- Maintain records of payroll and attendance
- Comply with nutrition and sanitation regulations and safety standards
- Keep food costs in line when ordering and preparing menus for daily operations and events
- Foster a climate of cooperation and respect between coworkers
- Create, record and maintain systems, processes and policies where applicable
- Provide bi-weekly accountability through reporting (with provided tools to do so), regular meetings and coordination with Management and Owners to address concerns, bring forward ideas and general communication
- Actively promote Chute Lake Lodge activities and facilities while contributing to the smooth operation and overall profitability

Requirements

- Proven experience as head chef or senior position
- Exceptional proven ability of kitchen management
- Ability in dividing responsibilities and monitoring progress
- Outstanding communication and leadership skills
- Up-to-date with culinary trends and optimized kitchen processes
- Good understanding of useful computer programs (MS Office, restaurant management software, POS)
- Credentials in health and safety training
- Degree in Culinary science or other related certificate or training/relevant industry experience

Other lodge duties to assist Management and Team

- General cleaning and assistance with grounds work and maintenance of property when possible
- Answering the phone and taking messages or at times bookings
- Taking customer orders at the front end of the restaurant
- Cleaning tables and the general tidying and restocking of the front end of the restaurant
- Keeping the fire going in the restaurant
- Cleaning washrooms
- Cutting wood
- Laundry
- General assistance with lodge upkeep and working with the team to operate as needed in a lodge environment
- There may be opportunity or times for running customer experiences, such as shuttles, tours or event support
- Create, record and maintain systems, processes and policies where applicable

**This job description has been designed to indicate the general nature, essential duties and responsibilities of work performed by team members in this position. It may not contain a comprehensive inventory of all duties and responsibilities.