



## Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<b><u>Position Title</u></b> Executive Chef	<b><u>Department</u></b> Food & Beverage	
<b><u>Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	<b><u>Manager/Supervisor:</u></b> Food & Beverage Manager	<b><u>Status:</u></b> Exempt Full-Time

1. **GENERAL POSITION DESCRIPTION:** Executive Chef overseeing all food operations for SAGC, Inc. including full menu development, full cost analysis and inventory control. Develop and implement special events menus, including wine dinners and pairings. Responsible for hiring, training, developing, and counseling Back of House staff. Coordinates with Event Manager and Banquet staff for banquet events.
2. **MINIMUM QUALIFICATIONS:** Progressive experience in high volume food production in casual and casual fine dining. Culinary degree or 3-5 years' experience in an executive kitchen position preferred. Kitchen supervisory experience preferred. Valid Manager Food Handling Certification and Alcohol Server Certification or obtained within 30 days of employment.
3. **KNOWLEDGE/SKILLS REQUIRED:**
  - Demonstrated knowledge of current restaurant industry trends.
  - Ability to identify new culinary techniques and presentations and implement as needed to benefit the customer experience.
  - Must possess culinary creativity.
  - Strong knowledge of local, state and federal food sanitation regulations.
  - Comfortable providing direction and mentoring and supervising kitchen staff.
  - Ability to globally manage Front of House in absence of other management.
4. **DUTIES AND RESPONSIBILITIES:**
  - Menu development, including, but not limited to Prairie Star Restaurant, Wine/Beer/Liquor Dinners, Banquets, Wine Bar, and WindDancer Bar & Grille, including 2-4 seasonal updates.
  - Accurate completion of timely food inventories, as required by Management.

- Development and supervision of kitchen staff schedules.
- Responsible for supervision of all kitchen staff, including staff meetings and training.
- Indirectly responsible for supervision of Front of House staff, when required.
- Interaction with customers on a regular basis, including developing relationships with regular customers.
- Assist kitchen staff with food preparation and recipe creation on a regular basis, to enhance the development of kitchen staff.
- Ordering of all food/restaurant supplies, including development of Just in Time/Par Level/FIFO method for maintaining proper inventory levels.
- Daily reconciliation and coding of all invoices pertaining to the kitchens.
- Work with Manager, including Web Manager, in marketing/advertising, promotions, as well as maintaining an appropriate presence on social media.
- Develop and maintain sanitation and food safety guidelines and schedules.
- Report all accidents and injuries to HR in the required timeframe.
- Timely completion of internal documentation as required.
- Ensure uniform and personal appearance are clean and professional.
- Follow all Employee Policies and Procedures.
- Maintain confidentiality of proprietary information and protect SAGC, Inc. assets.
- Responsible for employee timekeeping, including schedules, approving time off, and approving timesheets in preparation for Payroll.
- Develop and maintain positive working relationships with all staff, and support SAGC, Inc. to reach common goals.
- Attendance and punctuality are essential functions of this position.

**5. SUPERVISORY RESPONSIBILITIES:**

NO, the position does not directly supervise others

YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

**Level      Definition of Authority**

- 1 = Supervisor effectively recommends and/or takes action.
- 2 = No authority.

Position Title(s) Supervised.	Supervisory Actions								
	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge
Pastry Chef	1	1	1	1	1	1	2	1	2
Prairie Star Servers	2	1	1	2	2	1	2	2	2
Prairie Star Support	2	1	1	2	2	1	2	2	2
Banquet Chef	1	1	1	1	1	1	2	1	2
Line Cooks	1	1	1	1	1	1	2	1	2
Line Supervisor	1	1	1	1	1	1	2	1	2
Prep Cooks	1	1	1	1	1	1	2	1	2
Dishwashers	1	1	1	1	1	1	2	1	2

Bar & Grill Servers	2	1	1	2	2	1	2	2	2
Housekeepers	1	1	1	1	1	1	2	1	2

**PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS**  
(NA-Not applicable, NE-Not essential, O-Occasional, F-Frequent)

	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X
Seeing in limited light				X
Seeing objects at a distance				X
Seeing objects peripherally				X
Seeing close work (e.g., typed print)				X
Distinguishing colors				X
Reading				X
Writing				X
Calculating				X
Editing				X
Evaluating				X
Interpreting				X
Organizing				X
Standing				X
Sitting				X
Walking				X
Running				X
Bending, Twisting, Kneeling				X
Pushing/Pulling				X
Climbing (includes into/out of cramped spaces)				X
Crawling (includes into/out of cramped spaces)				X
Repetitive motion of hands/fingers				X
Grasping with hand, gripping				X
Lifting/carrying 10-25 pounds				X
Lifting/carrying 26-50 pounds				X
Lifting/carrying more than 50 pounds				X

	NA	NE	O	F
Driving (regular class D license – list under # 22)	X			
Work in/exposure to inclement weather			X	
Work at heights (e.g., towers, poles)			X	
Exposure to dust, chemicals, or fumes, exhaust			X	
Exposure to loud noises			X	
Exposure to needles or sharp implements				X
Exposure to electrical current (not outlets)			X	
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)				X

**6. MACHINERY, TOOL, EQUIPMENT, ETC. REQUIRED**

- All restaurant equipment.
- Computer with ability to utilize basic Microsoft Office products.

**7. LICENSES, CERTIFICATIONS REQUIRED:**

- ServSafe Manager Food Handling Certificate
- Alcohol Server Certification

## **Employee Certification**

I acknowledge that I have read and understand the Position Description for Dishwasher and I agree to perform the requirements set forth in this document.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## **Manager Certification**

I acknowledge that I have review the Position Description for Dishwasher with the above employee and acknowledge their signed receipt of the document.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_