



JOB DESCRIPTION

TITLE	EXECUTIVE CHEF/ Banquet Chef
REPORTS TO	Food and Beverage Manager

Job Purpose

The **Executive Chef** supervises all kitchen staff, food preparation, and cooking activities at the Innisfail Golf Club. This position is in charge of running a professional kitchen successfully. They are the kitchen's commander, in charge of meal preparation and production as well as overseeing the other types of chefs in the kitchen.

Outside of the kitchen, the Executive Chef spends the majority of their time researching and responding to food industry trends, planning and writing menus, budgeting and financial planning, and participating in business development. In addition, the Executive Chef recruits and hires staff, supervises their activities, and instructs cooks on food preparation, cooking, garnishing, and presentation.

Key Responsibilities

As the Executive Chef, you will contribute the following:

Culinary Leadership

- Develop and implement culinary strategies, menus, and recipes and quality standards.
- Stay up-to-date with culinary trends, techniques, and ingredient availability to continually enhance the menu offerings.
- Train, supervise, and motivate kitchen staff, including sous chefs, line cooks, and other culinary personnel, ensuring their adherence to culinary standards and performance expectations.
- Collaborate with the management team to plan and execute special events, promotions, and customized menus as needed.

Menu Development and Execution

- Create and update menus that showcase a blend of creativity, taste, and nutritional balance while considering customer preferences and dietary restrictions.
- Conduct research and experimentation to introduce new and exciting dishes, incorporating seasonal ingredients and innovative cooking techniques.
- Ensure consistent execution of menu items, maintaining high standards for presentation, taste, portion sizes, and food safety.

Kitchen Operations Management

- Oversee all aspects of kitchen operations, including food preparation, cooking, plating, and presentation, to ensure efficiency, accuracy, and timely delivery.
- Manage inventory levels and ingredient sourcing, maintaining effective relationships with suppliers to ensure the availability of high-quality ingredients.



- Implement and enforce food safety and sanitation standards, following local health regulations and industry best practices.
- Optimize kitchen workflow and organization, implementing systems for inventory control, recipe management, and cost control.

Quality Control and Cost Management

- Maintain rigorous quality control measures, conducting regular tastings and inspections to ensure consistency and excellence in food preparation and presentation.
- Identify opportunities for revenue growth and profitability enhancement through menu engineering, pricing strategies, and effective cost management.

Collaboration and Communication

- Foster effective communication and collaboration between the culinary team and other departments, such as service staff, event planners, and management, to ensure seamless operations and exceptional customer experiences.
- Coordinate with vendors, suppliers, and external partners to negotiate contracts, resolve issues, and maintain positive relationships.

Other related duties as assigned.

Core Competencies

- Effective and efficient communication skills via verbal and written methods.
- Demonstrated understanding of own roles and responsibilities, and those of other parties involved in the production process.
- Customer service oriented with a friendly and professional attitude.

Key Qualifications

- Culinary Arts Diploma or similar preferred, but not mandatory.
- Knowledge of food safety, hazardous materials in the workplace, and first aid
- Experience as a Chef, Cook, Catering Manager, or equivalent
- Human resource management skills such as recruitment, selection, training, and performance management
- Knowledge in basic accounting and budget calculations

Working Conditions

- The standard workweek for this position is 44 hours. The standard business hours for this position depend on functions and service times.
- Overtime and hours worked outside of the standard work schedule may be required.
- Extended periods of standing may be required.
- Prolonged exposure to heat and other hazardous materials in the kitchen.
- Compensation : Monthly Salary \$4500 + Gratuities. Year round position.

Job Opening Date: Employment will begin upon selection of the successful candidate.

Job Closing Date : Feb 15 2026

To Apply, please forward resume with references to:

Mike Devine – Food and Beverage Manager

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