



July 14, 2025

## **HEAD CHEF, HIGHWOOD GOLF**

Highwood Golf established in 1958 and located in High River, Alberta, 30 minutes south of Calgary. This semi-private course is a place for friends, colleagues, and families, to enjoy playing golf and socializing in a casual, welcoming atmosphere in a beautiful setting along the Highwood River. The Highwood culinary team prides itself on delivering a high-quality dining experience both to those coming off the course and to those just coming to dine. We aim to provide a menu that highlights local ingredients and seasonal flavors in a warm, inviting atmosphere.

We are currently seeking an experienced, passionate Head Chef to lead our kitchen team in creating memorable dining experiences for our Members and Guests, and for those who chose the Highwood for their special occasion from birthday/anniversary/memorial events to corporate events and weddings. An expectation of the position is to promote the Highwood as a year-round exceptional dining and celebration venue and to become known as the restaurant of choice in High River and surrounding area.

### **DESCRIPTION of ROLE:**

As the Head Chef, and under the direction of the Food, Beverage & Events Manager, you will be the creative force and operational lead for our restaurant, banquet, and event dining. You will manage daily kitchen operations, design and execute rotating seasonal menus, and ensure food quality and consistency across all culinary offerings. This is a fantastic opportunity for an experienced chef with a love for both modern and classic cuisine, leadership, and exceptional service in a beautiful facility in an amazing golf course setting.

### **RESPONSIBILITIES & DUTIES INCLUDE:**

1. Creation of original and great tasting seasonal food menus. Prepare, design, and evaluate daily specials for possible inclusion in an upcoming menu.
2. Recruitment, training, motivation, and evaluation of kitchen staff.
3. Motivating the kitchen team to deliver a consistently high standard of food preparation, quality, consistency and presentation.
4. Development of food instruction manuals, in conjunction with the Food Safe plan, ensuring all staff create dishes with the same consistency and standards.
5. Relationship building with food suppliers and working closely with the Food, Beverage & Events Manager to negotiate contracts.
6. A sound working understanding of all costs and charges relating to food operations and ensuring food cost of sales and profit margins are maintained at budgeted levels.
7. Overseeing all ordering, stock controls, and standards of procedures. Weekly ordering, receiving, and inspection of all fresh, frozen, and dry goods.

8. Proper storage procedures, food orders, food costs, equipment sanitation, and hygiene of the food preparation areas and the employees within them.
9. Revising all costs in inventory, keeping the Food, Beverage & Events Manager aware of all changes, making sure all is accurate for month-end inventories. Counting inventory monthly and reporting in a timely manner to the Accounting Manager.
10. A year-end meeting with the Auditors to ensure proper counts.
11. Ensuring the kitchen is compliant with Health & Safety Regulations and managing regular cleaning and kitchen maintenance schedules.
12. Work closely with marketing, tournament, and events teams for the effective food operation throughout service and for all events at the Highwood.
13. Ensuring all kitchen equipment and machinery is in working order and all repairs are reported and monitored.
14. Recommendation of new ideas to increase revenues and/or decrease expenses.

#### **QUALIFICATIONS:**

- High school or equivalent with post-secondary an asset.
- Red Seal or industry equivalent preferred.
- Minimum of 4 years' culinary management experience as a Head Chef or Executive Chef preferably in a resort, golf course, or upscale restaurant setting.
- Alberta Food Safety Certificate required.
- First Aid training required.
- Valid driver's license and reliable transportation.
- In-depth knowledge of Microsoft Office.
- Knowledge of liquor and food ordering, kitchen operations, health & safety standards, regulations and food handling practices related to the operation of a large commercial kitchen.
- Solid knowledge of food related accounting principles, including pre-item plate costs, menu pricing, yield testing, and product mix adjustments.
- Strong leadership skills.
- Strong verbal and written communication skills.
- Capable of leading by example, maintaining composure under pressure, and managing, training, and inspiring a team in a dynamic, high-quality setting.
- Ability to develop and train all employees, delegate responsibility, and take action appropriately.
- Ability to organize and prioritize multiple tasks as well as adapt to sudden scheduling changes.
- Passion for pleasing the customer, with a desire to grow the business.
- Creative mindset with a passion for elevating menu offerings.
- Schedule will vary depending upon seasonal volumes and includes most weekends during the golf season.
- 44 hours per week standard, and ability to work additional hours in high season.

If you're ready to lead an exceptional culinary team and create memorable dining experiences in a picturesque golf course setting, we would love to hear from you! Apply today by submitting your resume, a brief cover letter, and a sample menu if available.

---

**OTHER INFORMATION:**

To apply for this position, please send your resume and cover letter detailing your relevant experience and qualifications to:

- JD Scheller, General Manager, Highwood Golf: [JD@highwoodgolf.com](mailto:JD@highwoodgolf.com)
- Christa Watt, Food, Beverage & Events Manager, Highwood Golf: [CWatt@highwoodgolf.com](mailto:CWatt@highwoodgolf.com)

**This is a year-round, full-time, salaried position with competitive salary and benefits – Compensation will be negotiated based on experience.**

**The Start Date is negotiable, but preference for the start of September**

**Application Deadline: Tuesday, August 5<sup>th</sup>.**

**We appreciate all applications, but only shortlisted candidates will be contacted for an interview.  
Thank you for considering this opportunity.**