

Westlinks is seeking a Head Chef to lead our kitchen and work as part of our Food and Beverage Team. We are seeking an individual with **integrity**, a positive attitude and a strong work ethic. This is an excellent opportunity for someone looking to advance their culinary arts career and work within a progressive Senior Leadership Team. The individual will be motivated by the challenge of forming a team, creating flow within a kitchen and executing the daily/event requirements of The Club. The position is full-time salary plus gratuity. The Head Chef will report directly to the General Manager.

The Club at Westlinks is a front porch golf community located near the shores of Lake Huron. The community boasts a 12 hole golf course, tennis/pickleball court, gym, kitchen, clubhouse and pavilion - all amongst its growing housing development. The Club is open year-round to the public and its guests. Westlinks is host to a variety of golf events, functions, weddings and gatherings.

### **Responsibilities:**

#### **In Season (April – October)**

Manage kitchen operations to successfully meet The Club's event schedule and daily standards within a golf course setting

Manage a small team of individuals within the kitchen - hiring, training, scheduling, motivating, accountability

Participate in and lead a team to successfully fulfill regular golf course operating hours as well as execute large scale golf tournaments and weddings related to food (up to 200 people)

Determine and manage profitable but fair food margins

Responsibly manage inventory and budgets – ordering, receiving, monthly counts, storage

Communicate regularly with accounting to meet financial obligations

Learn to utilize our point of sale system

Communicate regularly and positively with the Bar and Service Coordinator and the Events and Communications Coordinator to ensure efficient operations while striving to reach potential

Maintain a clean and organized working environment and develop protocols for ensuring team collaboration for maintaining the standards

Offer insight and ideas to aid in The Club's event schedule and marketing tactics

Build relationships with new and existing vendors, residents, members and the public

Assist other departments when necessary

### **Off Season (November – March)**

Along with the responsibilities previously listed;

Assist in the development of a budget related to the kitchen and food for the upcoming season

Manage the upkeep of the kitchen – deep clean, capital upgrades, equipment maintenance

Evaluate menu items for the upcoming season and adjust where necessary

Determine, manage and execute an offseason hours of operation schedule for the kitchen

Manage and execute an events schedule related to food offerings

### **Requirements/Qualifications**

Above all else, have **integrity**, a positive attitude, enthusiasm, and a willingness to learn and grow each day

Effective communication skills – listening, understanding and responding

An active person who enjoys a fast paced work environment

High level of problem solving skills

Value safety in the workplace for themselves and others

Value cleanliness and organization

Thrive working independently and collaboratively in a team-oriented environment

Red Seal Certification is a strong asset

Food Handling and Smart Serve (or willingness to obtain within 3 months of employment)

3+ years working in a fast paced kitchen setting with some operational and managerial experience

Computer skills – email, Microsoft 365, Google Drive, various online organizational applications

Comfortability working alongside people of varying demographics

Detail oriented and able to work with a high degree of accuracy and efficiency

Previous experience in a similar environment is a strong asset, especially food and kitchen within a golf setting

Valid G drivers licence is required

Willingness to work a varying work schedule which includes some weekends and some holidays

### **Opportunities:**

The opportunity to manage a kitchen's potential awaits:

Advance within your career

Showcase your creativity, talent and ideas

Work within a setting where, under the direction of the GM, work-life balance is valued and encouraged

Lead a kitchen and contribute to the overall success of large scale team

Work in an environment where positivity, integrity, enthusiasm and equal accountability is prioritized

Work within a Leadership Team, who under the direction of the GM, promotes personal and professional growth

A change of pace throughout The Club's offseason

Earn a fair wage with production incentives

### **Compensation**

Competitive compensation will be offered to an individual based on experience and motivation

Inclusion within The Club's gratuity program

Health insurance

Discounts on merchandise and food within the clubhouse

Receive Westlinks clothing that is to be utilized as an occasional uniform

Full golfing privileges, at the discretion of the General Manager

Email resume to: [jeremy@westlinks.ca](mailto:jeremy@westlinks.ca)