

February 27, 2024

A private club on Manhattan's Upper East Side is currently looking for a new Executive Chef. Responsibilities include providing all food service to support the operations of this long-time New York City institution. Reporting to the General Manager, your role is Monday to Friday, full-time, plus weekday and weekend special and private events (up to several per month). Currently, the Club hosts lunch daily Monday to Friday, including an expansive lunch buffet on Tuesdays and Thursdays; as well as dinner in the Dining Room once weekly and daily take-out orders.

The chef's culinary expertise, quality, variety, and creativity will provide a valuable asset to help grow our dinner and special events programs. We want our longtime club to be the "go to" dining option of our members. You will manage and lead a small team, as well as oversee all kitchen/food service safety and sanitation policies and procedures.

Specific Responsibilities:

- Plan and create all menus for daily lunches, dinners, and special events.
- Purchase and manage daily and weekly inventory as well cost controls.
- Ensure food/dishes being served are of proper quality and presentation.
- Work with Management and Board to roll out new culinary programs and special events.
- Properly delegate responsibility to help maintain a supply of necessities for day-to-day operations at the Club.
- Maintain utmost cleanliness and hygiene, both personally, in the kitchen, on buffet, and in the Dining Room. Hair to be maintained and groomed. Strive to ensure kitchen cleanliness as per NYC DOH rules and guidelines.
- Monitor kitchen equipment and make necessary arrangements for timely repair and/or replacement.
- Work with Management to continuously update cost controls and meal pricing.
- Other culinary projects as assigned by the General Manager or Board.

Qualifications:

- Professional Cook / Chef educational training and 3+ years of applicable experience.
- Recent culinary graduates will be considered.
- Must have NYC Food Handlers Certification.
- Must have kitchen and staff managerial experience.
- Be able to utilize Jonas software POS system

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- Must have strong verbal and written communication skills and be able to positively interact with fellow staff, vendors, and Club members.
- Willing to take feedback to continuously improve culinary product and offering to ensure the Club maintains and improves its reputation for high quality, delicious food.
- References will be required prior to hiring.

Salary and Benefits:

Salary to be set based on commensurate experience. Salary range is \$75,000 to \$85,000 annually plus benefits.

To Apply:

If you meet the above criteria and are interested in this exciting culinary role, please send your resume to the following email: tgfraus@gmail.com .