



Oakmont Country Club

I. Position

Outlet Chef

II. Related Titles

Intern / Extern

III. Reports To

Executive Sous Chef

IV. FLSA Status

Non-exempt

V. Department

KITCHEN

VI. Job Objective

Responsible for all food production in the outlet kitchen. Develop menus, food purchase specifications and recipes. Supervise and prepares schedules for the outlet kitchen production staff. Develops and monitors food and labor budget for the outlet kitchen. Maintain highest professional food quality and sanitation standards.

VII. Essential Job Responsibilities/Duties

1. Assumes complete charge of the Outlet Kitchen under the supervision of the Executive Sous Chef
2. Supervises the Outlet Kitchen staff under the assistance of the Executive Sous Chef
3. Oversees the development of, implementation and costing of, the weekly menus, labor schedules and end of month inventories
4. Adheres to state and local health and safety regulations
5. Maintains the highest standards of sanitation, cleanliness and safety throughout the outlet kitchen at all times
6. Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles
7. Assists in maintaining security of kitchen including equipment, food and supply inventories
8. Works closely with the activity and outlet manager to provide a positive and professional work environment
9. Must maintain recipe costing sheets, and responsible for daily line ups with front of house staff and managers
10. Submit ideas and future goals, operational improvements, and personnel management to Executive Sous Chef
11. Performs other duties and special projects as assigned by the Executive Sous Chef

OUTLET CHEF INTERN/EXTERN

Prepared by: Bobbi Jo Graham, HR

Prepared Date: 7/13/07

Approved by: Executive Chef

Approved Date: 7/26/07

VIII. Supervisory Responsibilities

Outlet Kitchen line cooks

IX. Wage & Benefit Description

\$8.00 – \$12.00 per hour, room and board, meals and uniform

X. Minimum Qualifications

Current culinary student or student in Hospitality Management program