



Merion Golf Club Job Description

Position: Chef de Cuisine
Reports to: Executive Chef

Wage Class: Exempt
Department: Kitchen

The Chef de Cuisine is responsible for all a la carte menu engineering including wine dinners and other special events. The position handles all food and dry goods purchasing. The Chef de Cuisine oversees the training and development for the culinary staff and assists the Executive Chef with recruiting and hiring.

Essential Functions

1. Responsible for the writing and design of all a la carte menus.
2. Responsible for the training of all line cooks and pantry chefs.
3. Arrive promptly with clean uniform and name tag.
4. Set station and maintain prep lists within guidelines from Executive Chef.
5. Maintain menu descriptions and allergen information for FOH staff.
6. Food must be fresh looking and rotated for freshness on a daily basis.
7. Responsible to point out all abnormalities in the prepared foods to chefs.
8. Maintain organization and sanitation at all stations at all times.
9. Responsible for managing inventory levels for product freshness and elimination of waste.
10. Responsible for the elimination of overtime hours by kitchen staff and the appropriate use of those hours at peak times.
11. Maintaining Jonas Point of Sale with regards to up-to-date prices and menu changes.

Marginal Functions

1. Constantly look for tasks during slower periods in order to keep busy and occupied.
2. Always treat fellow employees professionally and be respectful to members.
3. Perform all other tasks and duties assigned by the supervisor.

Environmental Demands

1. Work is performed in the kitchen.
2. Exposure to extreme heat and bitter cold temperatures.

Intellectual Demands

1. High School Diploma or equivalent required, Associate's Degree in culinary arts preferred
2. 5+ years of progressive culinary experience in a leadership position.
3. Ability to organize workloads and meet time deadlines.
4. Strong leadership and team management skills including strong communication within department and across clubhouse.
5. Experience with Microsoft software programs.
6. Ability to follow oral and written directions
7. Ability to multitask and handle stressful situations.

8. ServSafe certified
9. Willingness to learn and adapt to new job tasks
10. Ability to maintain knowledge of standard recipes and proper culinary techniques and procedures.

Physical Demands

1. Extended periods of standing and walking for anywhere between 8-14 hours daily.
2. Frequent lifting up to 50 lbs.
3. Constant bending, carrying, reaching, stretching.

*This job description does not reflect **all** of the physical, intellectual, and environmental demands of the position, including equipment. As such, we are not certifying that there may not be other physical, environmental, intellectual and or equipment operation demands associated with this position.*

The employer reserves the right to change and or modify the job description based on operational needs, fiscal demands and or the individual performance of the respective employee. Furthermore, the Club employs all individuals at will and as such there is not any guarantee or contract for any term and or condition of employment.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Contact Information

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