

## **Head Cook, Fairview at Crystal Springs Golf Course, Burlingame, CA**

Are you driven to create high quality food that offers an exceptional culinary experience for diners?

Do you love working within a budget to provide a variety of delicious options for guests?

Are you flexible and can you come up with a myriad of tasty ideas using simple ingredients?

Are food quality and the safe and cleanly operation of the kitchen paramount on your list of concerns?

If you answered "yes" to these questions, then we may have a job for you!

Crystal Springs Golf Course has assumed its place as one of the premier golf courses in Northern California.

We are currently seeking a talented individual to join our team for the position as **Head Cook** for Fairview at Crystal Springs Golf Course. We provide catering for on-site events including banquets, weddings and a multitude of other celebrations.

### **Position Profile:**

In partnership with the Director of Food & Beverage, this position will be responsible for the daily operations of the kitchen, banquet services and the bar. This includes adherence to budgets to maximize revenue and minimize expenses while ensuring adequate supplies and staff are on hand to provide top quality customer service.

### **Essential Functions Include:**

Menu Planning in a creative manner utilizing your culinary skill and experience in developing menus and working with inventory to maximize food quality while minimizing expense.

Prepare food that is high quality, delicious and is well presented food for each event. Job duties also includes oversight of breakdown and cleanup of kitchen area and maintaining a sanitary/clean environment.

Monitor and control the maintenance/sanitation of Food & Beverage department and equipment to protect the assets, comply with regulations and ensure quality service.

Responsible for all catering functions. Receiving catering orders and coordinate service with individual customers; working with the customer for planning of the event, if necessary - ensuring accurate cost effective pricing, ensure preparation, delivery, display of hot and cold catering and/other foodstuffs are completed.

### **Job Requirements/Qualifications:**

- Requires thorough knowledge of the restaurant practices and procedures.
- Requires 3 -5 years of Head Cook experience in a fast-paced environment.
- Proactive approach to potential issues and opportunities. Excellent writing and organizational skills.
- Excellent comprehension for assisting guest and employee matters.
- Excellent comprehension required to read and implement policies and procedures & and to prepare schedules
- Must have excellent oral communication for communicating with guests and associates, issuing instructions and communicating policies.
- Requires ability to investigate and analyze current activities or information and make logical conclusions and recommendations.
- Knowledge of labor laws, health codes, safe food handling and sanitation, safety and security systems and procedures, computer operations.
- Good people management skills, communication and listening skills. Must be flexible and adaptable to change.
- Ability to demonstrate time management and organization skills.

- Must be internally motivated, detail oriented and have a passion for teaching others
- Must be able to work a flexible schedule including days, nights, weekends and holidays
- Familiar with ordering of all products essential for daily operation.
- Must have knowledge of chemicals/agents for training purposes.
- Previous Bar experience a plus
- Banquet experience a plus
- Food Safety and Sanitation Certification and ServSafe Alcohol Certificate required
- Employee training and development to include but not limited to food quality and presentation, food safety, safety, customer service.
- Knowledge and implementation of Local, State, and Federal Labor Law regulations
- Effective communication with employees, customers, and all levels of management in the Company utilizing superior customer service.
- Detailed oriented and ability to multi-task working independently with minimal direction.

**COMPENSATION/BENEFITS:** \$14.00 - \$17.00 per hour, depending on experience.

In addition, this position will have bonus potential of \$2,000 - \$5,000 annually.

Benefits include: Shared health plan, vacation, sick leave, and approved education/training expenses.

Please apply directly through our online system:

<https://home.eease.com/recruit/?id=15482571>

Fairview at Crystal Springs Golf Course is an Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristics protected by law.

Fairview at Crystal Springs, CourseCo, Inc and its affiliates are Drug Free Workplaces.

Successful applicant will be required to pass a pre-employment background check, drug screen and have a valid documentation proving eligibility to work that will be validated online.