

**JOB POSTING
BRAYS ISLAND PLANTATION**

TITLE: Director of Culinary (Full-time)
DEPT: Culinary
REPORTS TO: Executive Director of F&B
EXEMPT STATUS: Exempt

FUNCTION: Serves as a Director of Culinary for the restaurant(s) at Brays Island Plantation. Responsibilities include supervision and direction over the preparation of food in accordance with established recipes and industry standards at the restaurant(s). Ensures that all support and service is conducted and fulfilled in a manner consistent with the ONE BRAYS Leadership Credo.

DUTIES AND RESPONSIBILITIES:

1. Supervises the preparation of all required food items, serving with established portion and presentation standards. Cooks or directly supervises the cooking of items that require skillful preparation and/or presentation.
2. Plans menus & provides to manager for all restaurant(s), taking into consideration market conditions, item popularity, costs and varying other factors.
3. Ensures that high standards of sanitation and cleanliness are maintained throughout the kitchen at all times. Adheres to state and local health and safety regulations.
4. Maintains supervisory control and security of kitchen inventories and supplies. Establishes controls to minimize food and supply waste and theft.
5. Responsible for the supervision of kitchen staff to include hiring, discipline, training, and performance appraisal process.
6. Develops recipes and techniques for food preparation and presentation, which help to ensure consistently high quality and to minimize food costs. Exercises portion control over all items served, and assists in establishing menu-selling prices.
7. With assistance from the Director, projects food and labor costs, and monitors actual vs budgeted results.
8. Evaluates food products to assure that quality standards are consistently attained. Approves the requisition of products and supplies.
9. Plans and manages the employee meal program.
10. Regularly interacts with Director of Food and Beverage and other staff to ensure that food production and presentation consistently exceeds the expectations of members and guests.
11. Other duties as assigned.

Key Outcomes:

- Develop the vision and strategy for Amenity/departmental areas of oversight
- Collaborate with Advisory Committees to provide amenity value optimization
- Achieve management goals and objectives
- Establish and refine policy, standards, and productivity targets
- Manage capital/operating budgets, financial controls, and projects

- Foster a “One Brays” culture that ensures alignment to values, employee engagement, owner-centricity, and resource sharing
- Provide developmental plans for supervisory/management direct reports
- Ensure employees have the necessary training/resources and are provided job enlargement/enrichment/growth opportunities

Competencies:

- Mission driven, high achiever, and raises performance to a new benchmark
- Adaptable work style that arranges resources for maximum efficiencies and effectiveness
- People acumen with a positive, caring, and individual approach that develops staff to achieve their full potential
- Influential in creating a cadence of progress and addressing unfavorable conditions
- Business focus, financial orientation, and curiosity for continual learning

PHYSICAL REQUIREMENTS:

1. Capable of working extended hours, to include weekends and holidays as necessary.
2. Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
3. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities.
4. Position involves kneeling, stooping, bending, pushing, shoving, lifting, carrying and moving objects that can weigh up to 60 lbs. This can occur throughout the day.
5. This position will alternate between working indoors in a controlled climate and with proper lighting, to an outdoors setting with variable climate and lighting.
6. Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills.
7. Must be able to adapt to the climate with marked changes in temperature from the heat in the kitchen area to the cold of refrigerated areas.
8. Must be able to transport oneself throughout the plantation including but not limited to the golf course, pro shop, restaurant/lounge, and other community areas. Must have valid state driver’s license.
9. Must be mentally alert and detail oriented with good reasoning and supervisory skills.

ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work on more than one assignment at a time with frequent interruptions, changes and delays. Must be able to remain focused and work effectively, efficiently, and cheerfully under such circumstances.
2. Must be able to work effectively and cheerfully in an environment which may be stressful due to adversarial situations resulting from the proper performance of duties.
3. Must be able to work in a well-lighted, temperature-controlled area sufficient in size to allow freedom of movement to accomplish tasks. May also be exposed to the outdoor elements in an uncontrolled temperature with varied lighting.

EDUCATION AND EXPERIENCE:

1. Graduate of an accredited culinary institute.
2. Minimum of 5-7 years progressive experience in kitchen management with a minimum of 3-5 years as an executive chef.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.