



**JOB TITLE:** Executive Chef  
**DEPARTMENT:** Food & Beverage  
**REPORT TO:** Food & Beverage Manager  
**DATE REVISED:** March 20, 2023  
**CLASSIFICATION:** Exempt; Full-time

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The Executive Chef will oversee kitchen operations at Anchorage Golf Course to support the restaurant, bar, snack shop, beverage cart, banquets, and special golf offerings such as “Burger & Brew” and “Date Night.”

**About the Facility:**

O'Malley's on the Green is a casual, fine-dining restaurant offering a relaxed atmosphere with a great bar and grill style menu featuring appetizers, salads, fresh cuisine, and specialty cocktails. The location offers beautiful views of Chugach National Forest and Denali, North America's tallest mountain. Our facility also hosts indoor and outdoor weddings, banquets, business meetings, and other gatherings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directing the planning, preparation, production, and food safety of all culinary operations
- Working to increase revenues through a focus on production of high-quality food offerings
- Hiring, training, scheduling, and supervision of all back-of-house staff
- Creating and implementing new menus and menu items for outlets based on current food trends
- Coordinating food production for multiple events at the same time
- Ensuring proper portion control and menu execution
- Manage costs and controlling expenditures
- Purchase goods and manage inventory
- Plan and price menus, to include menus for special events such as Valentine's Day pre-fixe dinners, Mother's Day brunches, and wine pairing dinners
- Ensure proper equipment operation/maintenance;
- Ensure proper safety and sanitation in the kitchen
- Ensure all OSHA and Food Safety requirements are met at both the Municipal, State, and Federal level

**JOB SPECIFICATIONS:**

- Five years of kitchen management experience minimum, previous executive chef experience preferred
- Experience in catering production preferred
- Must have or be able to obtain Servsafe Certification
- Must have knowledge of kitchen related equipment



- Basic computer skills necessary to build schedules, maintain inventory, e-mail, and submit orders to various vendors
- Ability to effectively communicate; written and orally
- Adjusts to high pressure situations and is open to change.
- Must conduct themselves (acts & dresses) professionally at all times while setting the standard for all team members.
- Projects and assignments are completed thoroughly, professionally and with care in a timely manner.

#### **OTHER RESPONSIBILITIES:**

- Follow safe and proper procedures in the course of daily work
- Demonstrates effective time management
- Flexible with job duties
- Able to work all shifts and holidays
- Follow written and verbal instructions
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned