

Job title: Executive Chef
Department: Kitchen
Section: Kitchen
Accountability: Secretary Islamabad Club

Objective: The Executive Chef is responsible for the overall culinary operation of the club, including menu planning, food preparation, staffing, budgeting, inventory control, and kitchen safety and sanitation. The role ensures the highest standards of food quality, presentation, and member satisfaction, while managing the culinary team effectively to deliver exceptional dining experiences across all food outlets, banquets, and special events.

Key Responsibilities:

1. Culinary Leadership & Menu Development

- Design and implement creative, seasonal, and diverse menus for all club dining venues.
- Plan and execute high-quality à la carte, buffet, banquet, and event menus.
- Stay current with culinary trends and member preferences.

2. Staff Management

- Recruit, train, supervise, and schedule kitchen staff.
- Promote a positive and professional kitchen environment.
- Conduct performance reviews and maintain high morale.

3. Kitchen Operations

- Ensure consistent food preparation and presentation.
- Maintain food cost and labor cost controls within budget.
- Manage inventory, ordering, and proper storage of food supplies.
- Oversee compliance with health, safety, and sanitation regulations (e.g., HACCP, local health department standards).

4. Financial Accountability

- Develop and manage kitchen operating budget.
- Analyze food and labor costs and adjust operations to maximize efficiency.
- Work closely with the F&B Manager and Secretary to meet financial goals.

5. Member and Guest Engagement

- Interact with members to gather feedback and ensure satisfaction.
- Customize menus and dining experiences for member events and private functions.

6. Coordination and Communication

- Collaborate with the front-of-house and events team for seamless service.
- Attend management meetings and contribute to club planning and strategy.

Qualifications and Experience:

- Bachelor's degree from a recognized institution. Degree or certification in Culinary Arts from an accredited institution.
- 15 years of progressive culinary experience, with at least 5 years as Executive Chef in a renowned hotel, Club or fine dining environment.

Skills & Competencies:

- Expertise in a wide range of cuisines including Continental, Asian and Pakistani.
- Proven experience in high-volume kitchen and banquet service.
- Strong leadership, communication, and organizational skills.
- Proficiency in menu planning, food costing, and kitchen technology.
- Must be medically fit to perform his duties efficiently
- All types of criminal record must be clear