



Position Title: Kitchen Manager

Location: The Weyburn Golf Club

Position Type: Full-time Seasonal (April – October)

Position Overview:

The Kitchen Manager is responsible for overseeing the day-to-day operations of the kitchen, lounge, and on-course licensed beverage service, ensuring an exceptional customer experience through the preparation and service of high-quality food and beverage. This role manages kitchen and lounge staff, coordinates with other departments, maintains inventory, ensures that food safety and cleanliness standards are upheld at all times, and compliance with the Alcohol Control Regulations. The Kitchen Manager plays a key role in the development of menus, cost control, and maintaining an efficient, productive, and positive work environment.

Key Responsibilities:

- **Staff Management:**
 - Assist with the selection of kitchen and lounge staff.
 - Supervise, train, and develop kitchen and lounge staff.
 - Schedule shifts and assign duties, ensuring appropriate staffing levels during peak hours.
 - Foster a positive work environment through leadership, clear communication, and motivation.
- **Food Preparation & Quality Control:**
 - Oversee food preparation to ensure the highest quality, consistency, and adherence to recipes and food standards.
 - Conduct regular quality checks on food and presentation before it leaves the kitchen.
- **Inventory & Ordering:**
 - Monitor inventory levels of food, beverage, alcohol, and supplies, ensuring adequate stock and minimizing waste.
 - Coordinate with vendors and suppliers to order ingredients, kitchen tools, and other necessary items.
 - Ensure proper storage of food and supplies to prevent spoilage and waste.
- **Health & Safety Compliance:**
 - Ensure compliance with all health and safety regulations, including food safety, sanitation, Alcohol Control Regulations, and cleanliness standards.
 - Maintain proper food handling, storage, and preparation procedures.
 - Conduct regular safety inspections and address any potential hazards in the kitchen.
- **Cost Control:**
 - Assist in the development and management of kitchen and lounge budgets.
 - Monitor food costs and labor costs, working to reduce waste and optimize efficiency.
 - Help with menu planning and pricing to maximize profitability while maintaining quality.

- **Collaboration with Other Departments:**

- Work closely with the General Manager to ensure smooth communication and exceptional customer experience for tournaments and leagues.
- Coordinate with the General Manager on menu changes, special events, and kitchen and lounge operations.
- Responsible for menu design and specials.
- Other duties as assigned from time to time by the General Manager.

Required Skills & Qualifications:

- Proven experience as a Kitchen Manager, Executive Chef, or similar role in a fast-paced kitchen environment.
- Strong leadership, organizational, and communication skills.
- In-depth knowledge of food safety standards, sanitation regulations, the Alcohol Control Regulations and kitchen best practices.
- Ability to manage a diverse team, providing guidance, motivation, and support.
- Excellent time-management and multitasking abilities.
- Proficiency in kitchen equipment, inventory management, and cost control software.
- Ability to remain calm and effective under pressure.
- Culinary degree or equivalent experience preferred.

Working Conditions:

- Work in a fast-paced, high-pressure kitchen environment.
- Required to stand for long periods of time and perform physically demanding tasks, including lifting and carrying heavy items.
- Must be available to work evenings, weekends, and holidays as needed.
- May be exposed to hot surfaces, sharp tools, and cleaning chemicals.

Compensation:

- The Weyburn Golf Club is open to a variety of employment arrangements including contractor and employee.

Submission:

- Submit your cover letter outlining your experience, preferred employment arrangements, and compensation expectations along with your resume to weyburngc@gmail.com by February 1, 2026.
- Interviews to be conducted in early February.