

EXECUTIVE SOUS CHEF

JOB DESCRIPTION



As a member of the kitchen team you will strive to maintain the exceptional 5-star service for which Lost Creek Ranch is known and exceed the expectations of our guests. You will be expected to provide professional 5-star quality dishes and will report directly to the Executive Chef. We serve elevated mountain cuisine so you should be familiar with the prep, taste, and attributes of less common meats such as, but not limited to elk, bison, and trout. Presentation is of equal import to taste in the dishes served to our guests. While you will primarily be responsible for guest meals and prep, you will also be tasked with providing great meals for our staff a few times each week.

Cleanliness in a kitchen is paramount, and you will be expected to execute daily cleaning and weekly deep cleaning and maintain a clean kitchen throughout your work day. This includes floors, walls, ceilings, work stations, equipment, tools, reach-in and walk-in coolers/freezers as well as dry storage. All areas of the kitchen should always be immaculate. Chefs are also tasked with cleaning and maintaining the grill where cookouts are done as it is an extension of the kitchen.

You will be required to cater to the special diets of our guests and staff while still providing a quality product of which you can be proud. No dish should leave the kitchen for guests or staff that you would not happily eat yourself.

Lost Creek Ranch is very much a team atmosphere, and while dishes will largely be at the discretion of the Executive Chef, as second in the kitchen you should work with the Executive Chef to create dishes and menus for guests and staff. All members of the kitchen team are encouraged to share their culinary backgrounds and experiences and offer input and new ideas to constantly improve our offerings. We expect you to progress your fellow staff as well as be progressed by them while working as a team to put our high-quality and beautiful food quickly.

You can anticipate a day and a half off each week though they may not be adjacent.

This is a brief description and in no way exhaustive. As a member of our staff you will be expected to fill in where you are needed, work hard and perform all tasks with a positive and professional attitude. When opening and closing the ranch, work will vary from the norm.

Please sign below indicating that you understand and agree to perform the above job description.

Name

Date

PASTRY CHEF JOB DESCRIPTION



LOST CREEK
Ranch & Spa

As a member of the Culinary Team you will strive to maintain the exceptional 5-Star Service for which Lost Creek Ranch is known and exceed the expectations of our guests. As the ranch Pastry Chef, you are responsible for all baked goods on the ranch for guests and staff. You will be expected to provide professional 5-Star quality breads, pastries, cookies, cakes, frozen desserts, and more. You will be baking and preparing pastries and desserts for a guest count which will not exceed 58 and cookies or other desserts for a staff of 40. You will be required to cater to the special diets of our guests while still providing a quality product. This position also assists the AM/Prep Chef in getting out breakfast for staff and guests in a timely manner.

Cleanliness in a kitchen is paramount, and you will be expected to execute daily cleaning and weekly deep cleaning and maintain a clean pastry area throughout your work day. This includes floors, walls, ceilings, work stations, equipment, tools, reach-in and walk-in coolers/freezers as well as dry storage. All areas of the kitchen should always be immaculate.

What you choose to make will be primarily at your discretion with input from the Executive Chef to pair well with his/her dishes. You can expect to have 3-5 plated desserts for Monday and Tuesday as well as a different 3-5 plated desserts for Thursday and Friday. There should be fresh breads for dinner each evening for guests. The other days of the week are buffet style and non-plated. A lighter platter type dessert option is usually produced for lunch with some small assortments of pastries available with breakfast. Saturday is the cookout, and a large sheet cake with meringue is typically baked that can then be branded in front of the guests.

The kitchen is a team and you are encouraged to share ideas, ask for input, and work together to provide our guests and staff with a phenomenal culinary experience. While all ordering will go through the Executive Chef, you will be responsible for working with him/her to secure the necessary ingredients to perform your position well.

For guest celebrations you will be responsible for producing simple and elegant cakes for their taste preferences.

You can anticipate a day and a half off each week though they may not be adjacent.

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Name

Date

EXECUTIVE CHEF JOB DESCRIPTION



LOST CREEK
Ranch & Spa

As the leader of the Culinary Team you will strive to maintain the exceptional 5-Star Service that Lost Creek Ranch is known for and exceed the expectations of our guests. As the ranch's Executive Chef, you are responsible for the entirety of the culinary experience for our guests as well as our staff. You will be expected to provide professional 5-Star quality dishes for our guests and quality options for our staff: presentation is as important as taste. You will be required to cater to the special diets of our guests and staff while still providing a quality product that you can take pride in.

As the head in the kitchen it is critical that you conduct yourself in the strictest accordance with our Employee Policy Handbook which all employees are held to. Your actions, outlook, attitude, communication and the way in which you present yourself will directly impact the culture of the kitchen. It is through you first that a strong, hard-working, positive, and enjoyable culture is formed.

You will be responsible for the scheduling of your Culinary Team: 2 Sous Chefs, Pastry Chef, and Prep/Line Cook. Everyone, including yourself, should receive a day and a half off. Time off should be paired together when possible, however, it can be a full day and half day can occur at different times during the week.

You will have staff rotating through serving and dish pit. It is the responsibility of your Dining Room Managers to ensure they are trained correctly. If you have any issues with the performance of a Guest Services team member you should address their supervisors first before addressing the individual as the performance of Guest Services is their responsibility. Work with your front of house team to ensure the a casual experience for breakfast and lunch and a fine dining experience for dinner.

Because we are a seasonal operation the Executive Chef is responsible for the opening and closing of the kitchen each season. A deep cleaning must take place before food can be put out for staff before guests arrive as well as a deep cleaning before the kitchen is closed for the season. In addition to opening and closing, the cleanliness of all kitchen equipment as well as equipment at the cookout area is your responsibility. You should establish a daily and weekly cleaning schedule for equipment to be performed by you and your chefs. Front of house management and Guest Services working dining and dish shifts will be responsible for daily sweeping and mopping of the floor in the dining area, staff area, and throughways. The pastry and line area will fall to the chefs, as well as cleaning the staff and guest dining rooms. Given the nature of cooking it is likely chefs will need to sweep and/or mop multiple times a day to maintain a clean and sanitary work environment at all times.

The health and safety of our guests and staff as it relates to food also falls to the Executive Chef. You will be expected to practice and teach proper food handling and safety and take all necessary measures to maintain the safest possible kitchen in those regards. Other safety standards regarding operation of kitchen equipment as well as proper handling of kitchen tools is paramount. Your chefs should all be trained in accordance with these standards.

EXECUTIVE CHEF JOB DESCRIPTION



LOST CREEK
Ranch & Spa

As the Executive Chef you are also responsible for all food ordering: using creativity to create multiple dishes from the same ingredients to keep inventory and costs down. You will create a menu for guests and offer variety throughout the week to keep their dining experience fresh. Working with the Pastry Chef you will offer direction on his/her desserts and pastries to pair with what you are preparing.

You were hired because of your culinary background and experiences and you are encouraged to offer input and new ideas to provide a better dining experience for everyone at the ranch. We expect you to progress your fellow staff as well as be progressed by them while working as a team to put out high quality, beautiful food quickly.

This is a brief description and in no way exhausted. As a member of our staff you will be expected to fill in where you are needed, work hard and perform all tasks with a positive attitude. When opening and closing the ranch, work will vary from the norm.

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Name

Date

BARTENDER/GUEST SERVICES

JOB DESCRIPTION



As a member of the Lost Creek Team you will strive to maintain the exceptional 5-Star Service for which the ranch is known and exceed the expectations of our guests with a genuine smile. As Bartender you are responsible for alcohol inventory, menus, pertinent lodge cleaning, kitchen/dining room assistance, and guest interactions. Pertaining to guest interactions you are also responsible for appropriate alcohol service levels for staff and guests. At no point should staff reach inebriation.

You will use a POS to track purchases at the bar for guests as well as staff. This position is heavy with guest interaction and you are expected to be friendly, courteous, helpful and professional; good humored, good natured and personable, always.

In addition to bartending you will have some shifts outside of the bar. Your other shifts will involve time spent in Guest Services: housekeeping, dish pit, hiking, transpo, kids' program, etc.

Duties include but are not limited to:

- Cocktail menu planning
- Alcohol ordering, inventory, and projections
- New ideas to boost sales and reduce waste
- Cleanliness of bar area, tools, services implements, glasses, containers, and coolers
 - Scheduled cleaning
 - Deep cleaning
 - Trash removal
- Stocking of lodge snacks and drinks
- Assistance with setup and clearing on dance nights
- Working in other departments as scheduled

You can anticipate a day and a half off each week.

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Name

Date

AM & PREP CHEF JOB DESCRIPTION



As a member of the Kitchen Team you will strive to maintain the exceptional 5-Star Service for which Lost Creek Ranch is known and exceed the expectations of our guests. As the AM/Prep Chef, you are responsible for meals for staff and guests. You will primarily work breakfast and lunch and should expect to prepare breakfast independently. You will be joined by additional chefs for lunch and should expect to work one of the stations at lunch in addition to preparing lunch buffet items for guests and staff. Additional prep for dinner service may be required of you as determined by the Executive Chef and the amount of time worked. You will be expected to provide professional 5-Star quality dishes and will report directly to the Executive Chef. We serve Elevated Mountain Cuisine. Presentation is as important as taste. Your schedule will be determined by the Executive Chef and you should always appear in professional chef attire (coats provided) when working.

You will be required to cater to the special diets of our guests and staff while still providing a quality product. Meals for staff are just as important as meals for guests.

While final decision on dishes will be at the discretion of the Executive Chef, you were hired because of your culinary background and experiences and you are encouraged to offer input and new ideas to provide a better dining experience for everyone at the ranch. We believe in collaboration and empowerment and you will be encouraged to come up with menu ideas for the meals you will be preparing. We expect you to progress your fellow staff as well as be progressed by them while working as a team to put out high quality, beautiful food quickly.

You can anticipate a day and a half off each week: likely a full day and a half day at another time in the week.

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Name

Date

SERVER/GUEST SERVICES

JOB DESCRIPTION



As a member of the Lost Creek Team you will strive to maintain the exceptional 5-Star Service for which Lost Creek Ranch is known and exceed the expectations of our guests with a genuine smile. As a server you report directly to the Dining Room Managers and are responsible for serving guest meals, side work, some salad/fruit prep work, and setup and teardown of stations and cookouts. Your shifts will primarily consist of plated dinner service with some shifts in Guest Services: housekeeping, dish pit, hiking, transpo, kids' program, etc. You will work as a team with the Dining Room Managers, Servers, and Guest Services to provide an exceptional dining experience for our guests.

Duties include but are not limited to:

- Offer drinks, take orders, and serve food to the guests
- Clear tables in a timely manner and monitor glasses
- Suggest wines, cocktails, and beers that would complement their orders as informed by the Executive Chef, Dining Room Manager, and Bartender
- Clean and polish guest glasses and flatware
- Meet then exceed guest expectations and communicate with other departments when necessary to benefit the guest experience
- Clean and maintain the dining room and service areas
- Clean and maintain staff dining
- Stock snacks and drinks in the lodge great room
- Iron table linens for plated dinner services
- Help kitchen prep for meals when requested to do so
- Ensure checklists are met and followed for service, prep, and cookouts

It is critical that you work well as a team to most effectively complete tasks.

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Name

Date

PREP/LINE CHEF JOB DESCRIPTION



As a member of the Kitchen Team you will strive to maintain the exceptional 5-Star Service for which Lost Creek Ranch is known and exceed the expectations of our guests. As the Prep/Line Chef, you are responsible for meals for staff and guests. You will be expected to provide professional 5-Star quality dishes and will report directly to the Executive Chef. We serve Elevated Mountain Cuisine. Presentation is as important as taste. While you will primarily be responsible for breakfast, lunch, staff meals, and prep, you will also be tasked with providing exceptional meals for our guests. Your schedule will be determined by the Executive Chef.

You will be required to cater to the special diets of our guests and staff while still providing a quality product. Meals for staff are just as important as meals for guests.

While dishes will be at the discretion of the Executive Chef, you were hired because of your culinary background and experiences and you are encouraged to offer input and new ideas to provide a better dining experience for everyone at the ranch. We expect you to progress your fellow staff as well as be progressed by them while working as a team to put out high quality, beautiful food quickly.

You can anticipate a day and a half off each week.

This is a brief description and in no way exhaustive. As a member of our staff you will be expected to fill in where you are needed, work hard and perform all tasks with a positive attitude. When opening and closing the ranch, work will vary from the norm.

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