



LEAD PASTRY CHEF

Cedar Lakes Estate is a premier private events venue in the Hudson Valley. Equipped with charming cottages, a rustically elegant barn, and stunning outside venues; we host weekend-long weddings as well as retreats and other special events. As a close-knit family business, we create experiences for both our guests and employees, unlike any other venue.

We are seeking a talented, experienced, meticulous, and passionate Pastry Chef to lead the Pastry Department in our kitchen and make it his or her own. This includes being responsible for all production of baked goods, desserts (including simple wedding cakes), bread, breakfast, and brunch items. This is an integral leadership role, so we are seeking someone who will take complete ownership of the department and all of the planning, organization, creativity, and mentorship it requires. We are renowned for our outstanding quality food, and we'd like to take our pastry program to the next level!

REQUIREMENTS

- ✦ Must have strong experience in managing a kitchen, ideally a catering kitchen.
- ✦ Must have a passion for farm-to-table cuisine, a love for the kitchen, and a strong desire to lead our pastry team
- ✦ Must have an extraordinary palate and strong interest in food trends and quality
- ✦ Must be detail-oriented, extremely organized and great at time management
- ✦ Must have excellent knife skills and cooking techniques, ideally with experience in cooking exceptional pastry for very large groups.
- ✦ Must be extremely hardworking and willing to work 40-70 hours per week during the high season, depending on the magnitude of the event.
- ✦ Must be professional, patient, adaptable, enthusiastic and cheerful (we like to have fun in our kitchen!)
- ✦ Must be able to commute to work and live relatively closeby.

RESPONSIBILITIES

- ✦ Responsible for/in charge of the pastry program in its entirety. "Pastry" includes all baked items, dessert, breakfast, and brunch.
- ✦ Responsible for assisting Chef de Cuisine with any needs they may have outside of the Pastry Department.
- ✦ Responsible for supervising and completing the kitchen opening at the start of the season, as well as closing at the end of the season.
- ✦ Responsible for recruiting, hiring, discharging, training, scheduling, supervising, assigning, and evaluating all pastry kitchen employees.
- ✦ Responsible for maintaining their quality of work and enforcing discipline whenever necessary.
- ✦ Responsible for establishing a labor budget and sticking to it weekly
- ✦ Maintains, organizes, and keeps inventory of all food, supplies, and equipment
- ✦ Creates and maintains detailed records of food quantities: tracking portions given, 86-ed items, and left over items, to constantly refine our portion guide.
- ✦ Responsible for streamlining and scaling all recipes, new and old
- ✦ Helps receive all food and supply orders and ensures completeness of the order and top quality of items.
- ✦ Works with Owners and Executive Chef on menu planning, food production and budget management.
- ✦ After receiving each week's BEO, responsible for creating detailed production lists and assigning tasks to pastry cooks each day.
- ✦ Supervises and assists in all pastry preparation to ensure food adheres to the standards of quality.
- ✦ Supervises to maintain superior cleanliness and organization of kitchen and equipment.
- ✦ Ensures all food is prepared and served in a timely, organized, and efficient way.

- ✦ Ensure all safe food-handling procedures are being demonstrated at all times.
- ✦ Available as needed for all miscellaneous off-season projects including, not limited to:
 - Any and all menu tastings for potential or existing clients
 - Recipe testing, food cost analysis, future planning
 - Executing all off-season, off-premise private catering events
 - Creation and production of CLE shelf stable food for retail sale
 - Performing stages at restaurants chosen by herself and Owner

SCHEDULE

- ✦ High season: April - December
 - Very busy with on premise events nearly every day
 - 50-70 hours per week, typical shift is 7am-4pm, besides Saturday which is a longer day
 - Schedule subject to change and additional days may be added, as needed, for uniquely large or important events
- ✦ Low season: January - March
 - Smaller on-premise events, chef's choice dinners, off-premise catering events, menu development, recruiting, hiring, training, tastings, deep cleaning, organizing, research, stages, etc.
 - Expected to work *as often as needed*
 - Employee is expected to be "on call" to work any on or off-premise or on-premise events. Employee is expected to research, develop, forecast, and test menu items, recruit new team members, and maintain the kitchen and its equipment. Employee could work anywhere from 0-200 hours per month in the Low Season.

✦ Paid Time Off:

- 3 weeks paid vacation (15 work days), upon written approval from Culinary Director and Human Resources, to be taken January - March, unless otherwise discussed.

COMPENSATION

- ✦ Salary: \$55,000 - \$60,000 annually

BENEFITS

- ✦ Health Insurance with employer contribution
- ✦ Amerifunds Employer Matching 401k
- ✦ Guardian Disability Insurance
- ✦ Gradifi Student Loan or College Saving Benefit
 - \$50/month until 5/2/19 (3-year work anniversary)
 - \$150/month thereafter
- ✦ Housing offered
- ✦ Perks:
 - 2 - 100% comped pop up dinner tickets (wine pairing included). For yourself or anyone you'd like.
 - 5 - wine pairing comps for pop up dinners
 - Unlimited - 15% off all cottage rentals for friends/family (can't be combined with other discounts)
 - 2 nights - 80% off weekday cottage rental for you to stay. Cannot be gifted to someone else.