



The Newport Reading Room is a well-established private social club with a distinguished and honorable membership. We are situated in a beautiful historic building at 29 Bellevue Avenue in Newport, Rhode Island. Our organization provides lunch service Monday through Friday, and evening bar service to our members and their guests six days a week. In addition to daily lunch and bar service, The Newport Reading Room hosts approximately sixteen special events annually, such as cocktail and hors d'oeuvre parties, casual dinners, and black-tie dinners throughout the year.

Our organization is seeking a talented, enthusiastic, and creative Chef de Cuisine to oversee our year-round lunch operation. **We are a low-volume, high-touch establishment, and the next Newport Reading Room chef must possess the ability to provide an extraordinary casual fine dining a la carte lunch menu with weekly/seasonal menu rotations.** The ideal candidate must have 10+ years of Head Chef experience. A Culinary Degree from an accredited school and a Certified Food Safety Manager are preferred. In addition to education and experience, we are looking for an individual who can lead by example and manage, train, and communicate effectively with the FOH and BOH staff to ensure that the highest standards of service and quality of food are met consistently. Member satisfaction is paramount. The ideal candidate will have a professional work history with references to match.

Job Title

Chef de Cuisine reporting directly to the General Manager. Lunch is served Monday through Friday from 11:30 a.m. to 2:00 p.m. Scheduled work hours are Monday through Friday from 8:30 a.m. to 3:00 p.m. (approximately 32-35 hours weekly) to allow for menu planning, provisioning, food prep, executing lunch service, and daily kitchen sanitizing and cleaning duties.

Responsibilities

- Oversee the kitchen's day-to-day operations, including menu planning, food procurement, food preparation and execution, while ensuring that all dishes are prepared consistently to the highest standards of quality.
- Develop exquisite menus using fresh, seasonal ingredients that cater to a diverse membership base.
- Motivates the FOH and BOH staff to maintain a positive work environment and promote constant elevated service levels.
- Train additional kitchen support staff in culinary techniques and best practices.
- Monitor inventory levels, order supplies, and manage food costs while maintaining quality standards.
- Maintains a clean kitchen and a safe work environment in compliance with State and Federal regulations.
- Stay updated on industry trends and incorporate new techniques and ingredients into menus.
- Communicates all equipment maintenance requests to the General Manager.

Qualifications

- At least 10 years of experience as a Head Chef, preferably in a private club or high-end hotel, resort, or restaurant setting.
- Experience in inventory control and management within a food industry setting.
- Experience with food management principles, including budgeting and cost control.
- Proven success working with a rotating a la carte dining menu.
- A culinary degree from an accredited institution is preferred.
- A Certified Food Safety Manager is required.
- Strong leadership with the ability to train additional kitchen support staff as necessary.
- Highly creative with a passion for creating delicious and aesthetically pleasing dishes.
- Excellent communication and people skills to effectively work with management and employees.
- A professional, pleasant, and courteous demeanor is required.

Compensation

- Competitive salary
- Health insurance
- Dental insurance
- Simple IRA with company matching
- Paid time off
- Generous annual bonus

To Apply: Send your resume and a brief cover letter to CLC@TheNRR.com with “Chef de Cuisine Candidate” in the subject line.