

## **Head Chef**

### **Category:**

F&B

### **Job Type:**

Full time\_ Salary, Reports to General Manager

### **Job description**

Responsible for all facets of the Food and Beverage Kitchen department including staffing, operation plan, menu planning, ordering, vendor monitoring, food production, inventory, catering, budgeting and cost control. This person is the main controller for food quality and consistency. Also requires purchasing experience.

### **Key Responsibilities:**

- Manages all major Food and Beverage Kitchen operating expenses, set margins and manages against projections.
- Manages kitchen operations; food prep to food quality control.
- Directs ordering amounts, inventory levels, timing of orders, receiving, invoice settling, and equipment maintenance.
- Inspects, selects and uses fresh fruits, vegetables, meats, fish, fowl and other food products in order to maintain a good standard in the preparation of all menu items.
- Maintains quality of food products and ensures consistency in food delivery and standards.
- Measures effectiveness of the Food and Beverage Kitchen department through the Food and Beverage profit and service performance of the facility.
- Creates recipes and support materials, such as recipe cards, descriptions, and/or pictures.
- Ensures that a quality sanitation program is followed throughout the Kitchen operation.
- Ensures proper monitoring of storage (including temperature setting) and rotation of food products to comply with Health Department regulations.
- Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
- Manages department members that may include, but is not limited to: Chefs, Cooks, Stewards.
- Assures that effective orientation and training are given to each new associate. Develops ongoing training programs.
- Monitors business volume forecast and plans accordingly in areas of manpower, productivity, costs and other expenses.

- Responsible for implementing and maintaining excellent service to achieve guest satisfaction.
- Incorporates safe work practices in job performance.
- Regular and reliable attendance.
- Performs other duties as required. Oversees catering sales manager's duties

### **Skills/Qualifications**

- Education/Experience: Associate's degree (AA) or equivalent from two-year college or technical school; or two to three years' experience and/or training; or equivalent combination of education and experience.
- Experience in hotel kitchen management.
- Experience in À la carte, fine dining and some experience in banquet.
- Physical Demands: Frequently stands, walks, talks, hears, tastes, smells, uses hands, reaches with hands and arms. Occasionally stoops, kneels, crouches or crawls. Frequently lifts up to 25 pounds and occasionally lifts up to 100 pounds.
- Environment/Noise: Occasionally works in wet or humid conditions (non-weather). Regularly works in extreme cold and heat (non-weather). Occasionally works near moving mechanical parts, toxic or caustic chemicals, and in outdoor weather conditions. Noise level is moderate.
- Certificates/Licenses: Food Safety and Applicable Sanitation Training