



## EXECUTIVE CHEF

**SUMMARY:** Oversees and coordinates daily activities and operations of cooks and other employees engaged in preparing and cooking food products; maintains the quality, presentation, professional attitude, and sanitation of the kitchen.

### **DUTIES AND RESPONSIBILITIES:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Plans menus and utilization of food surpluses taking into account probable number of guests, marketing conditions and popularity of various dishes.
- Reviews menus, analyzes recipes, determines food, labor, and overhead costs, and assigns prices to menu items.
- Supervises cooking and other kitchen personnel and coordinates their assignments to ensure economical and timely food production.
- Observes methods of food preparation and cooking, sizes of portions, and garnishing of foods to ensure food is prepared in prescribed manner.
- Tests cooked foods by tasting and smelling them.
- Responsible for establishing the purchasing cycle and adhering to accounting policies and principles
- Work with DOSM on marketing programs to include cooking demonstrations, local and international events
- Interview, select, train, supervise, counsel and discipline all employees in the department.
- Provide, develop, train, and maintain a professional work force.
- Ensure all services to guests are conducted in a highly professional and efficient manner.
- Ensures that level of quality, portion control, and plate presentation is adhered to consistently.
- Monitors and maintains line plating and quality.
- Manage pastry, garde manger, and other line cooks.
- Maintains a clean, organized, and safe kitchen; ensures all sanitation procedures are being followed; ensures adherence to all health and safety regulations and procedures.
- Establishes par levels for supplies and equipment; monitors and maintains proper inventory levels; authorizes purchase orders for supplies and equipment.
- Skillfully utilizes hand tools or machines required, reads recipes, measures, cuts, and otherwise works on materials with great precision.
- Establishes procedures, prepares and coordinates schedules, and expedites workflow.
- Perform month-end inventories.
- Ensures all necessary reports and forms are completed daily.

- Possesses and maintains through understanding of industry and stays abreast of industry trends; communicates/incorporates information to assure kitchen remains current.
- Prepare weekly schedule for all cooks in accordance with business needs, avoiding over staffing and overtime.
- Performs other duties as assigned by manager.

#### **QUALIFICATIONS:**

- Five to six years related experience or equivalent.
- Current knowledge of regional and national trends in food and beverage.
- Thorough knowledge of all food preparation techniques and styles.
- Demonstrated proficiency in supervising and motivating subordinates
- Basic competence in subordinates' duties and tasks
- Good judgement with the ability to make timely and sound decisions
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Commitment to excellence and high standards
- Passion, enthusiasm, focus, creativity, and a positive outlook.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Ability to use personal computers helpful.
- Acute attention to detail
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Ability to effectively communicate with people at all levels and from various backgrounds.

#### **EDUCATION**

- Graduate of an accredited culinary program or apprenticeship
- Certification by the American Culinary Federation preferred.
- High school diploma or equal to a GED.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met successfully to perform the essential functions of this job. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift 25 lbs.
- Must be able to stand and walk for long periods of time.

#### **LANGUAGE SKILLS:**

- Must speak and communicate in English.
- Must be able to clearly communicate with guests, management and coworkers.
- Bilingual skills a plus.

#### **CERTIFICATES & LICENSES:**

- Food Handler Certificate

#### **WORK ENVIRONMENT:**

The work environment at Bernardus Lodge ranges from winter time lows of 20 degrees to summer

time highs to 100+ degrees. While performing these duties the employee may be exposed to outdoor and inclement weather conditions.

**GROOMING & UNIFORM:**

Employee must wear uniform at all times during scheduled hours. Uniforms are the property of Bernardus Lodge & Spa. Uniforms that have been tampered or destroyed will be the responsibility of the employee and disciplinary action will apply.

- Hair must be clean and kept at a reasonable length.
- All Food Servers, Culinary and Spa personnel must wear their hair tied back.
- No extreme dying or bleaching of hair is permitted.
- Fingernails must be clean and well-trimmed at all times.
- Antiperspirant or deodorant must be worn.
- Any self-inflicted marking (tattoo) on the body cannot be observed by the public.
- Cologne or perfume may be worn at a minimum.
- Nametags must always be worn, unless your department has a specific policy to the contrary.