

Job Title:	Executive Chef	Department	BOH
Location:	The Syndicate	Travel Required:	Minimal
Level/Salary Range:	Private	Position Type:	Salary
HR Contact:	Brian Wall	Direct Report:	Owners

Job Description

ROLE AND RESPONSIBILITIES

We are looking for a Chef to lead a team of kitchen and wait staff and make sure they deliver excellent customer service.

Chef responsibilities include planning food and beverage menus, scheduling shifts and coordinating food preparation and serving during events. To be successful in this role, you should have work experience in catering or hospitality and solid organizational abilities.

Ultimately, you will ensure that we run efficient restaurant services for our BOH operations.

Responsibilities:

- Plan food and beverage menus considering clients' preferences and special requests in addition to being creative in making approachable menus for our restaurant for brunch and dinner
- Creating custom menus for clients in a timely manner
- Creating new menus as needed (ex. Breakfast, holiday, etc.)
- Determine requirements in ingredients, set portions, and complete cost cards for all recipe items
- Report profit and loss for each event
- Schedule staff shifts for all BOH staff
- Train and manage kitchen personnel
- Oversee and manage all food prep and cooking
- Plate presentation
- Inventory tracking and ordering of all materials
- Creating processes to put in place for better flow and organization for the kitchen and organization
- Ensure compliance with health and safety regulations
- Work through BEOs with Event Coordinators and FOH staff
- Working with hiring staff to make hiring and termination decisions for kitchen staff
- Evaluating and disciplining kitchen personnel accordingly
- Attending required staff meetings, trainings, and off site trade shows

Qualifications and Education Requirements

- Work experience as a Catering Manager, Restaurant Manager, Chef or similar role
- Understanding of food hygiene
- Hands-on experience with creating menus from scratch

- Excellent organizational and time-management skills
- Customer service attitude
- Ability to remain calm and make quick decisions under stressful circumstances
- Flexibility to work during weekends and holidays
- ServSafe certification or willingness to get
- No education requirements, but are a plus

Preferred Skills

Time-management, kitchen prep, MS Office, leadership abilities, great communication

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Lindsey Copley	Date/Time:	November 21, 2021