



Executive Chef Job Description

Job Title- Executive Chef

Reports To- General Manager

Summary of Position- The Executive Chef ensures the smooth running of the kitchen, maintaining the quality of product and service to all outlets inclusive of; café/ bar, dining room, banquets and any off premise events. The Executive Chef will oversee all aspects of the kitchen operations; including menu planning, food costs, banquet/ catering department, Pastry department, receiving department, hygiene and sanitation, recruitment, retention and development of kitchen employees. The Executive Chef must be available to represent the hotel or restaurant at special events, PR activities, and other catering locations; whether domestic or abroad.

Essential Duties and Responsibilities-

Manage Kitchen Staff; scheduling, training, biannual job performance reviews, ensuring employee development and safety in the kitchen.

Food Cost; work with purchasing manager to order food and keep food cost at approved range.

Quality Control; ensure quality of dishes and be sure they are served on schedule. Approve all prepared items that leave the kitchen. Develop and standardize recipes to ensure consistency.

Safety and Sanitation; Be sure that entire kitchen, stewards area, fridges, storage etc. are up to health code standards. Work with in house Health Department representative to ensure a "A" inspection score. Work with Back of House Manager to maintain all kitchen equipment.

Keep Dining Room Informed; Provide and maintain menu descriptions for all menu items. Attend service meetings to provide daily information about special and kitchen happenings.

Executive Chef Company Projects; Be available to assist or preform entirely any in house or off premise projects. Be sure to recognize and meet all deadlines and expectations of assignments.