

EXECUTIVE CHEF

QUEENS, NY

GOAL: To produce the best culinary options as well as help create an experience of food that the clients will only remember as the best.

PRINCIPLE DUTIES/ RESPONSIBILITIES:

- Responsible for ensuring the proper scheduling of staff within the prescribed guidelines.
- Responsible for payroll and budgetary matters.
- Supervise the day-to-day function of all Kitchen Outlets
- Controls and analyzes the following on an ongoing basis: Quality levels of production, Guest satisfaction, Operating costs, Sanitation, cleanliness and hygiene, Merchandising, and Employee morale.
- Attends pre-con meetings when necessary.
- Establishes and maintains effective labor and employee relations.
- Implements on the job training sessions for all kitchen outlets.
- Participates in service as necessary in accordance with the requirements and practices of the food and beverage department for safety and health.
- Ensures that all service standards are met consistently.
- Ensures stocks are controlled for daily use
- Conducts pre-meal briefings and maintains liaison with all Kitchen Associates as necessary.
- Completes all administrative work including but not limited to: Time and attendance records, late/absence reports, Daily Log Book, Requisitions, Scheduling, and Corrective Action
- Schedules guest reservations and arranges for efficient seating upon guest arrival.
- Performs related duties and special projects as assigned by the Food and Beverage Director.
- Ensures service at optimal levels through training and positive reinforcement.
- Annually evaluates the performance of all associates.
- Interviews all job applicants to determine qualifications and experience.
- Upholds all health and safety requirements.
- Evaluates regularly all par stocks for food, beverage, and equipment.
- Develop and maintain consistent standards for presentation and service.
- Coordinate delivery of all amenity items.
- Create new menu concepts based on seasonality.
- Maintain and ensure a high level of food quality.

QUALIFICATIONS:

EDUCATIONAL/ EXPERIENCE

BA or BS equivalent in Food and Beverage and or hospitality studies. Prefer experience in hospitality and food and beverage areas. Four plus years manager experience in food and beverage.

SKILLS – Excellent communication (verbal and written), interpersonal and managerial skills. Preferable proficiency in Excel, Microsoft Word, Time-Saver, Micros.

WORKING CONDITIONS/ ESSENTIAL PHYSICAL DEMANDS:

Must be able to work long hours, walking and standing for several hours at a time. Occasional lifting, pushing and pulling in excess of 50 lbs.

ANALYTICAL DEMANDS: Must be able to deal with interpersonal and labor issues in a calm, professional but firm and consistent manner. Must be able to prepare payroll, scheduling, inventory and other related reports. Demonstrate organizational and communication skills in a fast-paced environment while maintaining food and safety practices.

