(Insert Company Logo)

## Job description

## TITLE: EXECUTIVE CHEF

**FLSA:** EXEMPT

**POSITION OBJECTIVE**: Manage and coordinate activities and operations of cooks and other employees engaged in preparing and cooking food products; manage all aspects of food preparation and presentation.

**KEY RESPONSIBILITIES:**

* Develop and implement creative, innovative, and high-quality menus; review and change menu as needed
* Oversee all food preparation, production, and presentation; ensure that recipes are followed and preparation and presentation are adhered to consistently
* Prepare a variety of cuisine utilizing skill and creativity
* Standardizes production recipes to ensure consistent quality of accepted samples; plan production schedules and supervise production line
* Manage maintenance of all kitchen equipment
* Assist staff with job functions as needed to ensure optimum service to all patrons
* Resolve all patron complaints related to food
* Maintain food and beverage history including but not limited to sales mix and history, actual/potential costs, and production time
* Possess and maintain thorough understanding of industry and stays abreast of industry trends; communicates/incorporates information to assure kitchen remains current
* Possess and maintain thorough knowledge of wines offered in restaurant and wine/food pairings
* Represent restaurant at outside functions as needed
* Ensure all kitchen and food operations are in compliance with all legislated health and licensing guidelines; ensure adherence to all health and safety regulations and procedures
* Create requisitions and/or purchases all food products; complete food production records and costs menus on a regular basis
* Prepare accurate and timely reports as required
* Hire, train, supervise, motivate, and develop kitchen staff; manage schedules and workflow

**QUALIFICATIONS/SKILLS:**

* Possess strong leadership, communication, organization and relationship skills
* Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
* Acute attention to detail in fast paced environment
* Capable of producing a consistent product in a timely manner
* 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; bi-lingual in Spanish a plus

**EDUCATION AND/OR EXPERIENCE:**

* Culinary Degree
* Experience in a fast-paced restaurant kitchen required
* Minimum of 5 years experience as an head chef