

JOB DESCRIPTION

Job Title: Chef de Cuisine
FLSA: Exempt
Reports to: Executive Chef
Department: Operations
Status: Full Time

Customary Days: Sunday - Saturday
Customary Hours: Varies to include evenings, holidays, and extended hours as business requires

Position Summary

The Chef de Cuisine is responsible for supporting the Executive Chef in managing the daily operation of the X kitchen. Responsibility includes overseeing production and staff management including hot line, cold line, pastry, second shift, dish, expo, LinkedIn, and software administrator.

Duties and Responsibilities

- Managing the sous chefs and pastry chef guiding their oversight of the kitchen staff with primary focus on selection, training, and supervising of daily work assignments.
- Act as a coach and mentor; manage performance by setting objectives, deliver performance reviews, provide ongoing performance feedback and administer corrective action when needed.
- Monitor and train all staff in proper sanitation procedures. Ensure that all employees are in assigned uniforms and serving safe food.
- Oversee daily production from each kitchen department to ensure proper presentation and preparation to event guidelines.
- Conduct regular department walk-throughs and random food tastings.
- Establish proper portion sizes and controls to ensure proper amounts are being prepared for events.
- Oversee the creation of standard operating photos, recipes and descriptions for all cooks.
- Oversee the integrity of the kitchen module of CaterXpert.
- Attends events in the field as necessary.
- Oversee the culinary aspects of tastings, making appearances as necessary.
- Review event orders with Field Chefs to give thorough explanations of methods and presentation.
- Cook in any kitchen department as needed, taste products that are produced to ensure quality and consistency.
- Assist the Executive Chef in presenting new menu items and relevant culinary information to the sales team, culinary staff and other company properties on an on-going basis.
- Participate in bi-weekly production meetings to confirm all kitchen details with sales and operations staff, making arrangements to obtain information missed if not in attendance.

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- Continually monitor cleaning and maintenance of all kitchen equipment according to Blue Plate cleaning and sanitation guidelines.
- Implement the policies and practices as outlined by the Blue Plate Safety Policy.
- Make recommendations for equipment purchases and monitor equipment repairs, ensuring equipment is fixed in a safe and timely manner.
- Assist with placing food and cleaning supplies orders with vendors as needed, using order guides and purchase orders (when required) to organize all orders.
- Report to work in proper uniform as outlined in the Back of the House Dress Code Policy.
- Perform other relevant duties as required.

Job Requirements

Education and Experience: *The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- Culinary Arts degree or advanced culinary arts certification is preferred.
- 6 years of successful experience within the hospitality industry, preferably with catering experience.
- Completion of City of X Department of Public Health Certified Food Service Manager certification preferred, or ability to complete the certification within 90 days after date of hire.

Essential Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Impeccable service standards and attention to detail.
- Demonstrated ability to lead people and get results through others.
- Ability to effectively solve problems and make decisions in a fast paced, high pressure environment.
- Ability to work effectively across all functional departments.
- Strong project management skills from conception to completion, with ability to manage multiple tasks simultaneously to deadline.

Language Skills

Ability to read, write and speak English proficiently. Bilingual skills preferred.

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Physical Demands: *The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.*

- While performing the duties of this job, the employee is regularly required to talk, hear, taste and smell.
- The employee frequently is required to stand, walk, sit, use hands to feel; reach with hand and arms, and stoop, kneel or crouch for 6 to 8 hours at a time.
- Regularly required to lift and/or move up to 60 lbs.
- Specific vision requirements include the ability to see at close range, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- May work in extreme heat and cold (non-weather and weather).
- May work in wet conditions (non-weather and weather).
- Noise level is low to moderate.
- May work near toxic/caustic chemical and with fumes or airborne particles.
- Will work near moving or mechanical parts.

I have read and understand this explanation and job description.

Print Name: _____

Signature: _____

Date: _____