

JOB DESCRIPTION

Pottawattomie CC in Michigan City IN

I. Position

Executive Chef

II. Related Titles

Chef, Food Production manager/ Culinary Director / Manager

III. Job Summary

Responsible for all food and pastry production including that used for restaurants, banquet functions and other outlets. Develop menus, food purchase specifications and recipes. Supervise production and pastry staff. Develop and monitor food and labor budgets for the department. Maintain highest professional food quality and sanitation standards.

IV. Job Tasks (Duties)

1. Hires, trains, supervise and evaluate the work in the food and pastry production departments.
2. Plans menus (with the Club Manager) for all food outlets in the club.
3. Schedules and coordinates the work of chefs, cooks and other kitchen employees to assure that food preparation is economical and technically correct and within budgeted labor cost goals.
4. Approves the requisition of products and other necessary food supplies.
5. Ensures that high standards of sanitation, cleanliness, and safety are maintained throughout all kitchen areas at all times.
6. Develops standard recipes and techniques for food preparation and presentation which help to assure consistently high quality and to minimize food costs/ exercise portion control for all items served and assists in establishing menu selling price.
7. Responsible for ordering, distribution and inventories of all foods.
8. Responsible for the taking of and turning in monthly inventories.
9. Responsible for all invoices to be reconciled and turned in on a weekly basis.
10. Attends food and beverage staff management meetings.
11. Consults with the banquet function committee about food production aspects of special events being planned.
12. Attends Food committee meetings.
13. Plans and manages the employee meal program.
14. Recruits and makes selection decisions/ evaluates job performance of kitchen staff/ corrects, rewards and disciplines staff in a fair and legal matter.
15. Recommends compensation rates/increases for kitchen staff.
16. Provides training and professional development opportunities for all kitchen staff.
17. Undertakes special projects as assigned by the Club Manager.
18. Responsible for Newsletter column (due by the 15th of every month for the following month's column)

V. Reports to

Club Manager and Controller

VI. Supervises

Chefs, Cooks, Kitchen Staff

Salary and benefits based on experience.

Send Resumes to Matt Wooldridge mwooldridge@pottcc.com
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