Executive Chef, Territory restaurant

**Job Description**

# SUMMARY

The Executive Chef is responsible for overseeing kitchen staff and ensuring the quality of food items. Their duties include hiring and training staff to cook their dishes, expediting orders to maintain a timely flow of dishes to a busy restaurant and creating dishes to add to the menu. The Executive Chef must work in collaboration with the Restaurant GM to manage food and labor and costs, and the Restaurant GM and the hotel team to maximize revenue and service events and groups.

# ESSENTIAL FUNCTIONS

* Planning and directing food preparation and culinary activities
* Modifying menus or creating new ones that meet quality standards
* Estimating food requirements and food/labor costs
* Collaborate with the Restaurant GM in a professional manner to accomplish all goals.

## Responsibilities

* Plan and direct food preparation and culinary activities
* Modify menus or create new ones that meet quality standards
* Estimate food requirements and food/labor costs
* Supervise kitchen staff’s activities
* Arrange for equipment purchases and repairs
* Recruit and manage kitchen staff
* Rectify arising problems or complaints
* Give prepared plates the “final touch”
* Perform administrative duties
* Comply with nutrition and sanitation regulations and safety standards
* Keep time and payroll records
* Maintain a positive and professional approach with coworkers, hotel staff, customers, vendors, consultants and owners.

## Requirements

* Excellent record of kitchen management
* Ability to spot and resolve problems efficiently
* Capable of delegating and supervising multiple tasks in a fast-paced environment
* Communication and leadership skills
* Keep up with cooking trends and best practices
* Working knowledge of various computer software programs (MS Office, restaurant management software, POS)
* Collaborates with Restaurant GM, EHG, Consultants on detailed monthly numbers and adjustments that need to be made.

**Reports to:**

* All back of house employees report to you, as the Executive Chef
* You report to the Ownership Group (Osprey Nest Restaurant LLC), represented by EHG, including for Human Resources and marketing/branding, accounting and menu changes. For accounting, in addition to EHG, you report to Tokola Properties.
* For purchases over $1,000, or alterations to front or back of house, prior approval from ownership is required.

Employee Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date