

HOTEL TEATRO

POSITION DESCRIPTION

Position: Chef de Cuisine	Department: Food and Beverage
Status: Exempt	Reports to: General Manager

Summary: The Chef de Cuisine is responsible for the consistent flow of the daily kitchen operations and cleanliness standards. Ensure quality dishes are served to dining guests regardless of meal period as developed by the culinary team or in cooperation with the Food & Beverage General Manager and General Manager. Develop, mentor and train subordinate kitchen staff to ensure continuous improvement in production, execution and service of menu items. Chef de Cuisines run commercial kitchens. They have culinary, leadership, and human resource skills.

Essential Job Functions

- Order supplies from designated purveyors and report to the head of the establishment
- Ensure the serving of quality culinary dishes and on schedule
- Work directly with Front of House management to ensure guests have a quality dining experience regardless of venue.
- Approve all dishes before they leave the kitchen to ensure quality of food and presentation
- Forecast supply needs and estimate costs
- Recruit kitchen staff as necessary
- Ensure production of quality and consistent food
- Perform accounting functions and scheduling of meals to be served
- Ensure that the kitchen facility meets all required safety and sanitation standards and regulations.
- Create recipes and prepare advanced items, keep up on cooking trends and best practices
- Delegate responsibilities to subordinate staff in accordance with skill level
- Maximize the productivity of the kitchen staff
- Manage all aspects of the kitchen operation to ensure efficiency and quality.
- Ensure proper equipment maintenance and operations
- Oversee catering events and where necessary offer culinary instruction and demonstrate techniques
- Supervise kitchen personnel and their performance
- Take charge of kitchen staff payroll and initiate possible increase
- Report to the General Manager and/or Human Resources any discrepancies in performance, equipment deterioration, scheduling challenges and accomplishments.
- Manage product inventories and kitchen supplies monthly.
- Operate within the budget each month and report deficiencies and/or extra costs.
- Estimate food requirements and food/labor costs
- Complete end of month inventories for financial reporting.
- Perform all administrative duties necessary for the position and department
- Ensure proper time keeping of subordinate staff in accordance with applicable laws and hotel policy.
- Organize assigned duties as outline and necessary to ensure quality product, preparation and presentation for each meal period and banquet events.
- Maintain a positive and professional approach with all members of the culinary team.

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Essential Characteristics

- Proven working experience as a head chef preferred
- Excellent record of kitchen management
- Ability to spot and resolve problems efficiently
- Capable of delegating multiple tasks
- Communication and leadership skills
- Keep up with cooking trends and best practices

KNOWLEDGE, SKILLS AND ABILITIES NEEDED FOR POSITION: (specify whether required or preferred):

Area	Comments	Required:	Preferred:
Education:	High school diploma or equivalent Required, BA in Culinary Arts or Business Management Preferred.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Previous Work Experience:	5-7 years related experience and/or training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language Ability:	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Ability to create and implement new food concepts to maintain or increase revenue and dining covers for all meal periods. Ability to read, write and comprehend Profit & Loss statement, budgets, reviews and financial statements. Understand the importance of controlling food costs and reduce waste. Working knowledge of various computer programs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL REQUIREMENTS: How much on the job time is spent performing the following physical activities? Does the job require weight to be lifted, carried, or force be exerted? If so, how much and how often?

Activity	Never, Rarely, Occasionally, Frequently	Lifting Weight	Never, Rarely, Occasionally, Frequently
Standing	Frequently	Up to 10 pounds	Occasionally
Walking	Frequently	Up to 25 pounds	Sometimes
Sitting	Sometimes	Up to 50 pounds	Sometimes
Using hands to finger & feel	Frequently	Up to 100 pounds	Rarely
Reaching with hands and arms	Frequently	More than 100 pounds	Rarely with assistance
Climbing or Balancing	Never	Other: May be subject to occasional outdoor weather conditions, moderate noise levels and long periods of standing.	
Stooping, Kneeling, Crouching Crawling	Occasionally		
Talking or Hearing	Frequently		
Tasting or Smelling	Frequently		

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SCHEDULING

Holidays/Weekends/Evenings: Must be able to work holidays, weekends and evenings on a regular basis.

I am signing that I have received a copy of my job description and understand that it is not an exhaustive list of my job duties. I will notify my manager if there is something I do not understand or if I need additional training on any aspect of my job.

Associate Signature

Date

Manager Signature

Date