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| **Job Title:** | **Head Chef ( Working)** | **Division:** | Restaurant |
| **Reports To:** | Hotel General Manager | **Original Date:** | January 2021 |
| **Number of Direct Reports:** |  | **Revision Date:** |  |

**JOB SUMMARY**

* Reporting to the Hotel General Manager as an experienced and qualified Head Chef responsible for organizing all kitchen activities. The Head Chef will be responsible for creating excellent cuisine, ensuring the highest of quality and customer satisfaction.

**DUTIES & RESPONSIBILITIES**

The following is a list of the essential duties and responsibilities of this job. The time spent performing each task may vary as business needs require. The management of Exit 153 Restaurant / Amsterdam Inn & Suites maintains the right to modify job duties and responsibilities at its discretion.

**Head Chef responsibilities include:**

* Controlling and directing the food preparation process and any other relative activities ensuring the quality, and ensures that the delivery of the food to all guests is done in a timely manner.
* Meets budgets in food & labour costs, while maintaining the highest standards of quality
* Constructing menus with new or existing culinary creations ensuring the variety and quality of the servings
* Approving and “polishing” dishes before they reach the customer
* Maintain records of payroll and attendance
* Estimate staff’s workload and compensations
* Comply with nutrition and sanitation regulations and safety standards
* Foster a climate of cooperation and respect between co-oworkers

**Job brief**

**Responsibilities**

• Menu Development – will create all menus and cost all menu items. Menus to be reviewed with Management quarterly or as required. The Chef will have certain creative license, but all menu items must achieve the overall restaurant philosophy. Daily menu specials to be overseen by the Chef. The Chef must be knowledgeable with dietary concerns and allergies. Must stay current on current food/menu trends.

• Financial – the Chef is responsibility for achieving the required cost of goods sold (COGS) and labour costs of all kitchen personnel. The Chef will provide all daily, monthly, annual reports as required by Hotel management and/or Head office. •

• Sanitation - Ensure that the kitchen and surrounding areas are sanitized and kept clean in accordance with the company’s high standards, ensuring all health code regulations are adhered to.

• Maintenance – must ensure all kitchen, banquet and kitchen equipment is maintained and serviced as required. The Chef is responsible for ensuring all Kitchen Staff are trained in the proper use and service of all equipment.

• Marketing and Sales – The Chef may on occasion be required to be part of the Sales Team meeting with potential clients and attending trade shows, posting to social media regarding events, specials, etc.

• Ensuring promptness, freshness and quality of dishes.

• Coordinating cooks' tasks.

• Implementing hygiene policies and examining equipment for cleanliness.

• Reviewing staffing levels to meet service, operational and financial objectives.

• Hiring and training kitchen staff, such as cooks, food preparation workers and dishwashers.

• The Chef is responsible for kitchen food and supply purchasing. The Chef must deal with all suppliers in a respective, business like manner

• Setting and monitoring performance standards for staff.

• Obtaining feedback on food and service quality, and handling customer problems and complaints.

**Requirements**

* Proven experience as Head Chef
* Exceptional proven ability of kitchen management
* Ability in dividing responsibilities and monitoring progress
* Outstanding communication and leadership skills
* Up-to-date with culinary trends and optimized kitchen processes
* Good understanding of useful computer programs
* Credentials in health and safety training
* Food Safety and Work Safe Training
* Degree in Culinary science or related certificate

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty listed above satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Employees who do not possess the requirements for a job at the time of hire are expected to attain the skills, knowledge and abilities required within a specified period of time as agreed upon, in writing, with the Hotel General Manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Characteristic and Ability Requirements**

* Proven experience as Head Chef
* Approachable, pleasant, polite
* Able to work quickly, meet deadlines
* Self-starter and able to work with minimum supervision
* Must be able to understand both oral and written English
* Ability to meet the physical demands of the position
* Able to work various shifts, including weekends and holidays

**Educational Requirements**

* Education Required: 2+ years culinary education
* Other Education/Certification/Training preferred: 5+ years experience in similar position.

**Work Experience Requirements**

* 5+ years experience in similar position.
* Excellent communication skills.

**Other Requirements**

* Must be eligible to leaglly work in Canada
* Proficient knowledge of human resources management

**Technical Requirements**

* Equipment: Excellent knowledge of BOH systems, ordering and inventory
* Software: : (MS Office, restaurant management software, POS)
* Other: Advanced knowledge of food profession principles and practices

**Competencies**

* **Customer Focus** - Efficiently and effectively addressing the needs of our customers by asking questions to identify and understand their needs, interests, and goals. Provide prompt, efficient, and personalized assistance to meet the requirements, requests, and concerns of customers. Ensuring accurate and timely information is provided to our customers and inform them of commitment times or performance guarantees. Follow up with customers following service delivery to ensure issues/concerns are resolved, adjust services based on customer feedback and anticipate the future needs of the customer. Project a professional image of oneself and the organization.
* **Teamwork** – Willing to work as a team by understanding one’s role in a team, choosing the right behaviours and developing constructive and cooperative working relationships with others to achieve the team’s objectives. Effectively communicating within the team to encourage others to express their ideas and opinions, as well as, offer constructive criticism in a supportive and positive manner. Working tactfully and diplomatically to handle conflicts and build consensus among the team members in order to achieve positive results for all parties involved and to provide high levels of customer service. An understanding and acceptance in supporting all aspects of the Exit 153 Restaurant / Amsterdam Inn & Suites, as required.
* **Problem Solving and Decision-Making** - Demonstrating an ability to anticipate or identify the existence of a problem and understand its true nature by recalling the information learned previously or seeking additional information relevant to solving the problem. Developing and weighing a variety of high-quality alternative approaches in order to choose the best solution to the problem. Implementing a realistic approach for the chosen solution in a timely manner. Evaluating the outcomes of the implemented solution to assess the need for alternative approaches and to identify lessons learned.
* **Professionalism** - Exhibiting professionalism at all times by maintaining a professional demeanor through one’s conduct and disposition to the guests, displaying traits such as respect, friendliness, honesty and dependability to provide exceptional service. Complying with the specific standards set by the organization regarding appropriate dress and personal hygiene for the worksite. Demonstrating composure with stressful or difficult situations, and accepting criticism tactfully to learn from it.
* **Dependability and Reliability** - Demonstrating consistency and predictability in all aspects of the job by fulfilling obligations and taking accountability for one's work. Complying with organizational rules, policies, and procedures. Diligently following through on commitments and consistently completing assigned tasks by deadlines with minimal supervision. On time for work as scheduled and punctual for scheduled meetings or appointments. Thoroughly checking work to ensure that all essential details have been considered and take prompt action if errors or inconsistencies are noticed.

**Physical Requirements**

* This position requires a moderate level of physical exertion; standing for long periods of time; occasional lifting of up to 25 pounds. A low intensity of sensory effort is required.

**Working Conditions**

* This position requires the individual to perform primarily indoors, in a kitchen environment.

I, , hereby acknowledge that I have received the Job Description and the Tasks for the Head Chef (Working) position. I have read and understand the aforementioned Job Description and Duties and have received my own copy. I also acknowledge that I was given the opportunity to have any questions regarding my Job Description and Tasks clarified.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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