

**HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Full-Time Executive Chef
FLSA JOB CLASSIFICATION: EXEMPT**

Function

The Executive Chef is responsible for the coordination, purchasing, production and preparation of all food related items from the both kitchens, event area, grill area, and ½ Way House for all Food & Beverage guests.

Supervision Received

Work is performed under the supervision of the Director of Golf Operations with the assistance of the Sales and Catering Supervisor.

Supervision Exercised

The Executive Chef directly supervises the Sous Chef, Line Cooks, and Dishwashers. Indirectly supervises banquet staff, and restaurant staff.

Essential Functions and Responsibilities

- A. General Administration
1. Hires, trains, schedules, manages and evaluates all kitchen staff
 2. Understand and perform menu requirements while adhering to and maintaining consistent recipe standards
 3. Conduct a food inventory on a monthly basis and key items on a weekly basis, to ensure a low level of product on hand
 4. Conduct inventory on china, silverware, chaffers, and all kitchen utensils quarterly.
 5. Assist in the coordination of the weekly buying plan with the menus designed by the Director of Golf Operations, Sales & Catering Supervisor, and Special Event & Bar Coordinator.
 6. Adhere to a “full usage” policy of all non-perishable items on hand and provide waste sheets when necessary.
 7. Maintain labor cost within the guidelines of the budget and seasonal needs
 8. Maintain cost controls with awareness of alternative buying patterns for all food purchases.
 9. Complete all necessary HR paperwork for all staff. (New hire paperwork, Employee Status Forms, Reviews, Etc.)
 10. Train and adhere to portion control management standards for all kitchen and halfway house/ grill staff.
 11. Adhere to and enforce acceptable attire and grooming standards as put forth by the Director of Golf Operations.

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12. Perform other duties as assigned by the Director of Golf Operations
13. Meet all sanitation requirements per health code for all Food & Beverage areas
14. Responsible for doing work orders for all equipment as needed.
15. Work with Director of Golf Operations and Sales & Catering Supervisor to Revise/develop the use of wedding, banquet, holiday menus to be competitive with our competition.
16. With the use of Event master Software stay up to date on function sheets.
17. Schedule all routine maintenance on kitchen equipment. Knives, Hood Cleaning etc.
18. Responsible for following Village of Hoffman Estates liquor license rules and regulations in regards to staff BASSET training.

B. Customer Service

1. Conduct all business, both internal and external in a professional, friendly and courteous manner.
2. Train staff to adhere to all customer service requirements in regards to professionalism and courtesy to all guests.
3. Staff will assist other departments where needed
4. Staff will greet all visitors in a friendly manner.
5. Staff will be courteous at all times.
6. Voice mailbox & Email will be checked daily and messages will be returned the same day.
7. Staff will provide the customers with accurate information in all park district communications.

C. Safety, Health and Loss Control

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Develops and implements kitchen and facility safety programs.
3. Be familiar with the Employee Safety Manual.
4. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
5. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.
6. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.
7. Maintain secure storage areas to prevent loss of product.
8. Maintain a clean and sanitary work area to prevent food borne illness.

Marginal Responsibilities

1. Travel to various locations of the facility to observe the operation.

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2. Use a computer keyboard to develop plans, reports and correspondence.
3. Communicate with residents, employees and vendors via telephone.

Psychological Considerations

1. Must be able to handle stressful situations with the public and other staff.
2. Must be able to respond to a customer's needs.

Physiological Considerations

1. Must be able to work prolong hours during nights and days as needed.
2. Must be able to stand, walk and climb.
3. Must be able to work at various times.
4. Must be able to work outdoors in difficult climates.
5. Must be able to carry heavy trays

Cognitive Considerations

1. Must be able to follow directions and perform responsibilities as described.

Education/Requirements

1. High School Diploma required. Associate or Bachelor Degree Preferred.
2. Must have or be in the process of obtaining Food Sanitation Certificate.
3. Must be 18 years of age or older with a valid driver's license.

Experience

1. Must have experience in managing a staff of 2 or more for a minimum of 3 years in a banquet, hotel, or high volume restaurant setting.

Board Approved: _____