



Job Description, Duties, Requirements and Expectations

Job Information

Position:	Chef Manager	Department:	Food and Beverage
Supervising Manager:	General Manager	Position Type:	Exempt FT
Pay Scale:	DOE	Uniform Requirements:	Professional

Job Description

Designs, supervises, coordinates and participates in activities of cooks and other kitchen and bar personnel in resort food outlets including pub, bar, restaurant, cafeteria and catering operations. This position is recognized as the technical expert, teacher and trainer for other chefs and cooks within the resort. Selects and develops recipes and other items for clients. Develops menu, implements and trains HACCP, oversees/purchases food, establishes production levels and inventory controls, interviews and hires new chefs and staff, manages/controls food cost issues and offer solutions and plan/price menus. Supervises cooks and oversees the preparation, portioning, garnishing, and storage of food. Estimates food consumption and purchases food. Will assist in cooking and preparing food as necessary. Responsible for maintaining kitchen and storage facilities in sanitary condition. Responsible for cash management. Interacts with client/customers on a regular basis. Develops catering and function menus and executes events. Typically cooks, prep, cashiers, bartenders and service staff report to this position.

Job Duties

- Fully manage all aspects within the food and beverage department.
- To negotiate with external suppliers for goods and services, agree on contract terms and payment ensuring optimum value is achieved.
- Responsibility for the organization and delivery of all hospitality requirements including catering.
- Work closely with sales and marketing staff to promote events and catering functions along with restaurant/café foodservice functions.
- Plan, execute and supervise all catering functions and special events including weddings.
- To complete daily, weekly and monthly cash procedures accurately and efficiently.
- To plan and cost menus and then subsequently order all necessary goods avoiding unnecessary waste and deterioration of food.
- To control expenditure on materials, labor and equipment to maintain the department budget within agreed targets.
- Responsible for ensuring that the entire department is fully compliant with all relevant food hygiene and health and safety regulations, HACCP protocols and accepted standards and all supporting records are maintained.
- To accurately complete records.
- To prepare, cook and present food to the highest standards.
- To ensure effective training and day to day line management of the foodservice staff and the setting of and maintaining of professional standards across the services offered.
- Listen to customer comments politely and ensure follow up action is taken when necessary.
- To be friendly, pleasant and polite to work colleagues while encouraging teamwork across departments.
- To consistently seek and implement ways of improving the quality and cost effectiveness of all food production.
- Conduct performance appraisals for all foodservice staff.
- Management of foodservice staff and fulfillment of their training and personal development requirements.
- To understand and work towards the implementation of the company values.
- To ensure all kitchen staff use safe methods of work and that no unauthorized person cleans or operates certain specified equipment.
- To conform to all company policies and procedures.
- To take individual responsibility to support and pursue the company Values by taking an active and demonstrable part in the promotion of the values within the team

Job Requirements and Qualifications

- Culinary or FSM Degree from accredited college or university or equivalent experience
- 5 or more years of foodservice management
- Valid ServeSafe certification or equivalent
- Proficient in cooking in multiple settings/outlets
- Strong computer skills including basic knowledge of POS systems, email and MS Office Suite
- Financial Management and analytical/problem solving skills
- Ability to supervise, train, hire, schedule and manage staff
- Ability to develop, plan and adhere to fixed budgets
- Ability to lift up to 50 pounds
- Ability to work in hot/cold/outdoor or otherwise adverse environments for extended periods of time

Job Performance Expectations

- Meet and adhere to monthly and annual budgets
- Consistently deliver high quality food production in all outlets
- Maintain a clean, orderly and safe work environment
- Effectively hire, train, schedule and supervise all foodservice staff in all outlets
- Communicate effectively to other departments, staff and clients to deliver an efficient work environment
- Aggressively work to increase sales volume in all outlets
- Deliver high quality food production for all catering and special functions
- Price, procure and maintain appropriate inventory with minimal waste
- Develop, cost and price effective menus for all outlets including catering/special functions
- Responsible cash handling and daily reporting

Agreement

I have read and understand the Job Description, Job Duties, Job Requirements and Qualifications and Job Performance Expectations listed above. By signing this document, I agree that I am able to comply with the items laid out in this document and perform the obligations of this position as defined above. I further understand that this is a partial listing and additional requirements, duties and qualifications and performance expectations may change at any time, with or without notice.

Team Member Signature:		Date:	
Manager Signature:		Date:	