



## EXECUTIVE CHEF

### Who Will This Job Appeal To?

Check or enter all fields that apply. Fields left blank will not appear in the job listing.

- Chefs that enjoy cooking more than managing.
- Chefs that enjoy a balance of cooking and administration.
- Chefs that enjoy the challenges of administration and training.
- Chefs that are challenged by high volume food operations.
- Chefs that enjoy properties that quickly adopt current culinary trends.
- Executive Chefs that love to train and teach their staffs culinary fine points.

### Other:

Press return after each item. These items will be listed first.

### Scope of this Position

Check or enter all fields that apply. Fields left blank will not appear in the job listing.

Position will be responsible for supervising/managing/overseeing the following departments: \_\_\_\_\_

In preparing for this position, candidate ideally will have worked in at least the following departments or positions: \_\_\_\_\_

Requires a minimum of \_\_\_\_\_ year(s) of supervisory experience.

Requires a minimum of \_\_\_\_\_ year(s) of experience.

Approximate full time staff under this position: \_\_\_\_\_

Approximate part time staff under this position: \_\_\_\_\_

Departments under this position generate revenues approximating \$ \_\_\_\_\_

Position is responsible for a budget approximating \$\_\_\_\_\_

This position reports to:\_\_\_\_\_

Must have experience at properties of similar size and quality.

Position will be required to work a varied schedule that may include evenings, nights, and week-ends.

Overnight travel for this position: %\_\_\_\_\_

#### Other:

Press return after each item. These items will be listed first.

#### Job Requirements

Check or enter all fields that apply. Fields left blank will not appear in the job listing.

#### Technical Requirements:

**Applicants must be US Citizens or have a Green card.**

Applicants must be within a \_\_\_\_\_ km/mile radius.

Excellent knowledge of current culinary trends.

Practical creativity to provide innovative entrees while meeting profit goals of property.

Ability to prepare a variety of cuisine, using skill and creativity to develop new, unusual market driven menus.

Teach all employees the importance of consistency in preparation and presentation.

Thorough knowledge of food handling and preparation techniques.

Utilize a hands-on approach to training and developing kitchen staff.

Excellent experience in production techniques of large banquets.

Experience in multi-million dollar banquet operations.

Ability to instill safety and sanitation habits in all employees.

- Previous responsibility for food purchasing, including negotiating prices.
  - Prior experience standardizing recipes, plating instructions, and costing.
  - Stay current on new products that can improve quality and/or lower costs.
  - Current knowledge of regional and national trends in F&B to keep menus current.
  - Utilize vendors, trade associations, and peer groups to stay current on equipment technology to build sales and/or improve operations.
  - Consistently check line plating and quality.
  - Strong inventory control skills.
  - Enjoy mingling with guests.
  - Experience developing outlet, catering and banquet menus that sell.
  - Work closely with F&B Director to develop imaginative menus.
  - Fine dining experience.
  - Experience at 4-5 star level properties.
  - Solid track record managing multiple kitchens.
  - Experience with multiple restaurant outlets.
  - Experience managing food outlets and kitchens that are widely spread out.
  - Classical training.
  - Experience with demonstration kitchens.
  - Enjoy participating in culinary competitions.
  - 2 or 4 year formal culinary degree, or formal apprenticeship highly desired.
  - Certified Executive Chef (CEC) highly desired.
  - Certified Working Chef (CWC) an added plus.
  - Ice carving, butter, tallow, chocolate, spun sugar, and/or garde manger experience desired.
- Leadership Requirements:**
- Ability to manage change effectively.

- Ability to conceptualize the mission.
- Provide leadership to position the property to achieve the mission.
- Provide leadership to the departments to achieve their goals and objectives.
- Communicate the goals and objectives and inspire employees to achieve those goals.
- Develop and implement business plan.

**Managerial Requirements:**

*Communications*

- Clear, concise written and verbal communication skills.
- Ability to sell concepts and ideas to management, peers, and employees.
- Experience making presentations in front of groups.
- Ability to clearly and concisely present technical subjects.

*Managing People*

- Demonstrate team building experience.
- Track record promoting an atmosphere of teamwork.
- Demonstrate ability to lead by example.
- Build morale and spirit.
- Participative management style.
- Use a "hands-on" approach to management.

*Developing People*

- Solid career progression up through the ranks.
- Abilities to inspire, train, and develop people for promotion.
- Experience communicating, training, and managing multi-lingual staffs.
- A mentor who *has* inspired, trained, and developed people for promotion.
- Experience training and cross-training employees.
- Instill a guest service attitude in all employees.
- Experience training and developing employees with limited education/experience.

- Instill a "can-do" attitude in employees.
- Coach employees how to resolve and de-escalate conflicts.
- Instill a calm, organized approach in all situations.

**Business Skills:***Administrative*

- Strong technical skills.
- Excellent time management skills.
- Work with limited support.
- Strong organizational skills.
- Good knowledge of computers.
- Excellent knowledge of computers.
- Strong customer service orientation and skills.
- Excellent listening skills.
- Exceptional detail in follow-up.
- Strong budgetary, projections, and cost control skills.
- Excellent cost control skills
- Ability to produce consistent profits.
- Solid scheduling experience.
- Follow/enforce company policies and procedures.
- Resolve problems.
- Assume responsibility/accountability.
- Excellent safety and sanitation skills.
- Understand security requirements.
- Thorough understanding of HR requirements and regulatory agency requirements.
- Ability to create, develop, and make formal presentations using audio/visual aids.

Knowledge of the following foreign languages, not required, but highly desired:

*Strategic*

- Create courteous, friendly, professional work environment.
- Provide overall direction, coordination, and ongoing evaluation of operations.
- Creative problem solving skills.
- Ability to quickly evaluate alternatives and decide on a plan of action.
- Think creatively.
- Teach suggestive selling techniques.
- Forecasting skills.
- Solid skills selling and negotiating programs/projects.
- Understand basic asset management.
- Consistently call on new customers and develop new business.
- Involved with local community to develop business.
- Juggle and balance needs of company and owner.

**Educational Requirements:**

- High School degree or equivalent.
- Technical school or formal technical skills training.
- AA/AS Two year degree.
- BA/BS 4-5 year degree or foreign equivalency.
- MA/MS or MBA degree or foreign equivalency.
- CPA or international equivalent.

Specific degree in:

**International Requirements:**

- Must have international experience.

Must have experience in the following countries:

Must be a citizen of .

Must have proficiency in the following languages:

**Other Job Requirements:**

Press return after each item. These requirements will be listed first.

**Compensation**

**Salary**

Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per year

Is \$ \_\_\_\_\_ per year

Up to \$ \_\_\_\_\_ per year

Other

**Bonuses**

Bonus to \_\_\_% of salary, payable

- monthly
- quarterly
- semi-annually
- annually
- monthly & annually
- monthly & quarterly
- quarterly & annually
- monthly, quarterly & annually

Signing bonus to \$ \_\_\_\_\_

**Auto**

Auto is provided.

Auto allowance of \$ \_\_\_\_\_ per month

**Housing**

- Housing is provided.
- Housing allowance of \$ \_\_\_\_\_ per month

**Relocation Costs**

- We will pay relocation costs as agreed upon at time of hiring.
- We will pay relocation costs up to \$ \_\_\_\_\_

**Benefits**

**Vacation & Personal Leave**

- Paid vacation
  - \_\_\_\_\_ days after 1st year
  - \_\_\_\_\_ days after 2nd year
  - \_\_\_\_\_ days after 3rd year
  - \_\_\_\_\_ days after 5th year
- Personal leave (sick leave) \_\_\_\_\_ days per year .

**Other Benefits**

- Medical Insurance
- Dental Insurance
- Disability Insurance
- Life Insurance
- Vision Insurance
- Dry Cleaning/Laundry
- Free Parking
- Meals
- Contributory 401-k
- Company Paid 401-k
- Educational Assistance
- Profit Sharing

- Pension Plan
- Stock Options
- Club Membership
- Full Use of Resort Amenities
- Company Hotel Travel Discounts
- An Equal Opportunity Employer
- We provide equal opportunity without regard to race, color, national origin, religion, sex, age, marital status, or disability.

**Display options**

By default, your profile is displayed with the ad. If you select a confidential ad, your company name and profile will be hidden from the candidate - they will respond directly to Hospitality Online and we will forward them to you by the method you have selected above.

- Show company name and profile with ad.

**Authorized by**

Your Name

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HOTEL PROPERTY

Date

Signature