

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE: Executive Chef
DEPARTMENT: Food Service
SUPERVISOR: Food Service Director
FLSA CLASSIFICATION: Exempt
JOB CODE: Regular, Full time

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

POSITION SUMMARY

The department head is responsible for any and all kitchens in a food service establishment. Ensures that all kitchens provide nutritious, safe, eye-appealing, properly flavored food. Maintains a safe and sanitary work environment for all employees. Other duties include menu planning, preparation of budgets, maintenance of payroll, food cost, and other records. Specific duties involving food preparation are the establishment of quality standards, training of employees in cooking methods, presentation techniques, portion control, and retention of nutrients.

ESSENTIAL JOB FUNCTIONS

1. Interviews, hires, evaluates, rewards, and disciplines kitchen personnel as appropriate.
2. Orients and trains kitchen personnel in property and department rules, policies, and procedures.
3. Trains kitchen personnel in food production principles and practices. Establishes quality standards for all menu items and for food production practices.
4. Plans and prices menus. Establishes portion sizes and standards of service for all menu items.
5. Schedules kitchen employees in conjunction with business forecasts and predetermined budget. Maintains payroll records for submission to payroll department.
6. Controls food cost by establishing purchasing specifications, storeroom requisition systems, product storage requirements, standardization recipes, and waste control procedures.
7. Trains kitchen personnel in safe operating procedures of all equipment, utensils, and machinery. Establishes maintenance schedules in conjunction with manufacturer's instructions for all equipment. Provides safety training in lifting, carrying, hazardous material control, chemical control, first aid, and CPR.
8. Trains kitchen personnel in sanitation practices and establishes cleaning schedules, stock rotation schedules, refrigeration temperature control points, and other sanitary controls.
9. Trains kitchen personnel to prepare all food while retaining the maximum amount of desirable nutrients. Trains kitchen personnel to meet special dietary requests, including low-fat, low-sodium, vegetarian, and low-calorie meals.
10. This position requires regular and predictable attendance as an essential function of the job.

QUALIFICATION STANDARDS

Education

Degree from a post-secondary culinary arts training program is desirable.

Experience

A minimum of 5 years as Sous Chef plus 3 years in another food preparation position.

Grooming & Uniform

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times while on duty.

Physical

Must be able to speak clearly and listen attentively to employees, dining room staff, and guests. Must be able to stand and exert well paced mobility for periods up to four (4) hours in length. Must have the ability to lift pots, pans, etc., up to 40 pounds in weight. Must be able to read and write to facilitate the communication process.

Work Schedule

Must be available to work weekends and holidays, and be flexible with working hours.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job,

While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date

Witnessed By:

Date