



MONTEGO BAY CONVENTION CENTRE

Job Description and Specification

JOB TITLE:	Director of Culinary / Executive Chef
PRESENT GRADE:	
POST #:	
REPORTS TO	General Manager
MANAGES:	Executive Sous Chef Food & Beverage Operations Supervisor Food & Beverage Service Supervisor Stewards

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Under the direction of the General Manager, the Director of Culinary/Executive Chef directs and coordinates the food and beverage service operation at the facility including the kitchen's daily activities in accordance with MBCC's policies and objectives to ensure guest satisfaction, profitability and a positive, productive and compliant work environment. This position is responsible for the overall food service operations including kitchen operations, food and labour cost controls.

KEY OUTPUTS

- Chefs, cooks and other food service staff managed;
- Food and Beverage sales projections and budgets created;
- Event work plans developed;
- Menus developed, quality, consistency and style developed and maintained;
- Accurate costing on all menu items provided;
- Storage, maintenance and repair of all food service equipment coordinated;
- Compliance with health, sanitation, and safety regulations ensured;
- Skills training and development for food service staff coordinated

KEY RESPONSIBILITIES

- Manages subordinates activities and directs/coordinates chefs, cooks and other food service staff to ensure high quality, efficient and profitable food service.
- Analyzes information concerning facility operations such as daily food sales, patron attendance and labour costs to prepare budget to maintain cost control of facility operations.
- Creates food and beverage sales projections and budgets for facility events.
- Develops event work plans including scheduling and ordering, assigns appropriate duties to subordinates.
- Controls labour cost through effective scheduling of food service staff, cross-training and development of employees.
- Ensures budgeted food percentages are achieved through effective control measures including portion controls, kitchen timings, food rotation measures, receiving and storage procedures, inventory controls, effective purchasing procedures, kitchen security procedures and waste control.
- Ensures that the purchasing and preparation of all food products meet MBCC's standards of quality and consistency.
- Responsible for the development of menus, ensuring quality, consistency and style of concept are maintained.
- Monitors conduction of food preparation ensuring recipe specifications, portions controls and kitchen timing are met.

- Monitors all food served relative to appearance, temperature, sanitary and quality standards.
- Provides accurate costing on all menu items for banquets and concession food items.
- Supervises all set-up, prep and breakdown activities. Responsible for in-service delegation of tasks to line personnel.
- Coordinates the storage, maintenance and repair of all food service equipment to ensure operational readiness.
- Meets with suppliers to keep abreast of changes taking place in the market.
- Assists with the delivery and set-up of catered services and food service area service as needed.
- Maintains a positive and compliant employee relations climate. Responsible for the staffing, training, evaluation and counseling of food service staff. Promotes support and communication with entire staff. Positively interacts with front of house staff. Rapidly solves problems.
- Ensures compliance with health, sanitation, safety and employment regulations by clearly communicating and reinforcing standards and procedures to kitchen staff.
- Responsible for fulfilling kitchen record keeping and administrative requirements including food inventories and invoicing of food products.
- Responsible for organizing employee work schedules, ensuring appropriate coverage for all kitchen areas.
- Promotes teamwork among staff through effective communication, follow through and goal setting. Leads by example and through instruction to effectively obtain quality management of product, service and philosophy of concept.
- Responsible for food service staff skills training and development, including departmental orientation of new employees.
- Conducts subordinate performance review and counseling sessions.
- Provides leadership and support to the entire food service/kitchen staff, builds morale and encourages empowerment of staff.
- Others duties may be assigned

REQUIRED COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Technical proficiency and experience demonstrating verifiable knowledge of food preparation methods
- Strong analytical and mathematic skills in relation to the culinary profession and Food and Beverage industry. Strong communications skills and the ability to read, write and understand English.
- Ability to positively interact with diverse personalities, including co-workers, subordinates, guests and purveyors in a variety of work situations. Must have active listening and effective communication skills.

- Ability to develop results-oriented staff through effective training, evaluation, motivation, coaching and counseling. Ability to assist others in developing needed skills for effective job performance.
- Ability to positively distribute responsibility to others to meet objectives and achieve desired results.
- Ability to recognize problems and to creatively and expeditiously find solutions. Ability to set priorities and use initiative; solid decision-maker.
- Ability to be detail-oriented, multi-task and effectively prioritize in a continually changing environment.
- Ability to be self-directed while working in a team-oriented environment.
- Ability to work a flexible schedule; able and willing to work nights, weekends and work hours.
- Professional appearance and presentation required
- Knowledge of and skill in using computer software, including MS Word/Excel/Outlook

PERFORMANCE INDICATORS

- Level of satisfaction with the quality of food service and timeliness of attention given to matters;
- Labour costs controlled through effective scheduling of staff, cross-training and development;
- Budgeted food percentages achieved;
- Compliance with established policies and procedures;
- The extent to which assigned duties are carried out in accordance with established format and time frame;
- Performance standards are specific, measurable, realistic and time bound.

QUALIFICATION AND EXPERIENCE

- Certificate from accredited culinary school, college or technical school preferred
- Minimum of 3 years experience in management level position in Food & Beverage or training or equivalent combination of education and experience, kitchen management experience, in a full service restaurant or events venue.
- Demonstrated and verifiable track record of meeting projected costs
- Maintains a current Food Handler's card and alcohol service permit if required by local government
- Current certification in food handling and safety sanitation (ServSafe)
- Working knowledge of employee scheduling in a hospitality environment
- Ability to obtain and maintain certification in a nationally recognized sanitation program

SPECIAL CONDITIONS ASSOCIATED WITH JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Long hours of work and work on week-ends, as necessary
- Required to stand and walk for extended periods of time
- Must occasionally lift and/or move up to 25 pounds
- Must be able to withstand loud noise in the work environment

AUTHORITIES OF THE JOB

- Manages subordinate Catering, Kitchen, Concessions, Stewarding supervisors