

EXECUTIVE CHEF

Job Title:

Executive Chef

Place of Work:

A hotel

Scope and General Purpose:

To provide an efficient and cost effective food service to the establishment.

Responsible to:

General Manager

Responsible for:

All subordinate kitchen staff

Liaises with:

All other heads of department

Hours of Work:

Flexible

Limits of Authority:

According to establishment.

Main Duties:

- To ensure that all menus are constantly updated, paying special attention to seasonal availability.
- To ensure that all menus are calculated correctly to obtain maximum gross profit.
- To ensure that all staff are constantly trained to effect good portion control and pleasing presentation of all dishes.
- To hold daily meetings with the Restaurant Manager to ensure that VIP's are timeously identified, and any special arrangements properly communicated.
- To hold daily meetings with the Sous-Chefs and Chefs des Parties to ensure smooth running of all kitchen departments.
- To ensure that all areas under your control satisfy the most stringent hygiene requirements and that staff who are ill or injured receive the correct treatment or are not allowed to work.
- To ensure that all staff are correctly dressed to satisfy statutory requirements as well as enhancing the image of the establishment.
- To ensure that all stocks are ordered to the correct quantities, quality and price.
- To ensure that all stocks are being kept securely and under the correct conditions applicable to each type of commodity stored.

- To regularly meet with the storekeeper to ensure that the correct stocks are kept.
- To regularly hold maintenance checks with the Maintenance Manager to ensure that no equipment breaks down.
- To ensure that all statutory notices are posted at all relevant points and that such notices are conspicuously placed.
- To ensure that attendance registers are kept daily and that any absenteeism is immediately brought to the attention of the Personnel Department.
- To ensure that all staff under your control are fully informed in respect of disciplinary procedures, the handling of grievances, etc.
- To ensure that all documents are sent to the appropriate accounts department immediately for processing.
- To constantly update your knowledge and skills for the good of the establishment and the profession.
- To conduct regular stock checks/stock takes.
- To ensure that expenses are within budgeted limits.
- To ensure that all information which is required to compile meaningful budgets is available at all times.