



## Executive Chef

The Executive Chef is a member of the Claggett Center leadership team and reports to the Director of Guest Experience. This is a full-time, salaried (exempt) position. The Executive Chef shall further the mission of the Claggett Center by providing exceptional Christian hospitality through the leadership and execution of food service and guests' dining experiences including, but not limited to:

### 1. DEPARTMENT LEADERSHIP (60%)

- a. Be accountable for the quality, efficiency, and accuracy of the work and staff of the food service department. Sets standards for meal preparation, including optimizing recipes, documenting best practices, and ensuring standards are followed.
- b. Recruits, trains, and supervises food service staff, including establishing work schedules, assigning and delegating duties, mentoring staff, and conducting annual performance evaluations.
- c. Responds to concerns and grievances from direct reports. Keeps Director of Guest Experience apprised of employee concerns. Makes recommendations regarding food service department personnel matters.
- d. Plans all meals and menus while optimizing meal costs and maintaining a high quality of meal service.
- e. Assists with the development and monitoring of the food service budget. Manages food costs, staffing and equipment expenses, and keeps financial records for department spending.
- f. Prepares and monitors regular cost and usage reports and reports to the Executive Director on deviations from budget and corrective actions as needed.
- g. Maintains a collaborative relationship with the Reservations Manager. Provides clear, concise, and complete information to inform record keeping and the creation of invoices for groups.
- h. Ensures the safety of the food service department and facilities for workplace and guest use by maintaining working knowledge of industry standards regarding safety. Ensures that the Claggett kitchen is operated in accordance with state and county regulations governing public food service, including obtaining all necessary certifications for food service operations and managing staff certifications.
- i. Strives for the continuous improvement of Claggett's dining experience by staying abreast of current food service and dining trends and applying them as appropriate to the Claggett dining experience.
- j. Makes recommendations and selects equipment and materials for kitchen and food services.
- k. Coordinates and supervises outside relevant food service contractors to ensure high quality and efficient work.

### 2. COOKING & KITCHEN TASKS (30%)

- a. Actively participates in the preparation and production of meals and occasionally prepares, produces and cleans up for some meals with no assistance from other food services staff.
- b. Models the Claggett Center's standards for high quality and efficient food service.
- c. Participates in professional development of relevant trade skills.

### 3. GUEST RELATIONS (10%)

- a. Liaises with guests as necessary during the event coordinating process to ensure all dining needs are met and seeks opportunities to meet customer needs while increasing food services revenue.
- b. Maintains a collaborative relationship with the Guest Services Coordinator. Provides feedback regarding guests groups dining experience.

4. OTHER

- a. Participates in appropriate staff meetings, training events, and leadership activities.
- a. Fills in for or assists other Claggett Center departments as necessary

**Qualifications & Requirements**

The ideal candidate will have an associates degree in culinary arts with sufficient experience as a sous chef (or equivalent with a caterer or in an institutional kitchen) to provide leadership of the food service department. A proven track record of creative culinary skills, nutrition and menu planning, experience in supervising and managing staff and purchasing food and equipment is required. Additional qualifications include the following:

- 1. Self-starter that can work both independently and collaboratively.
- 2. Courteous, approachable, and responsive demeanor when working with the public.
- 3. Dependable, professional behavior with a responsible work ethic.
- 4. Ability to maintain the integrity of sensitive and confidential information.
- 5. Excellent written and communication skills.
- 6. Willingness to work in the kitchen, but also in an office setting.
- 7. Comfortable working in a faith-based community.
- 8. Be in good physical condition--able to lift and move at least 75 lbs.
- 9. Valid driver's license and reliable transportation.
- 10. Willingness and availability to work flexible hours, evenings, and weekends as necessary.

**Employment Terms**

Full-Time Permanent Position

Salary: starting at \$60,000 and is commensurate with food service experience.

Work hours: will vary depending fully on guest schedules and will be a combination of midweek and weekend shifts. Shifts are typically 6:00am-1:00pm or 12:00pm-8:00pm, Monday through Sunday \*must have weekend availability\*