

# PEORIA CIVIC CENTER

## Job Description

**JOB TITLE:** Executive Chef

**DEPARTMENT:** Food & Beverage/SAVOR...

**REPORTS TO:** Director of Food & Beverage/General Manager

**FLSA:** Salaried, Exempt

**Summary:** Manages purchasing, receiving and producing all food items in the facility. Overseeing the stewarding department and maintaining all culinary equipment to include china, glass, silverware and hiring and training of all kitchen personnel.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Ordering, receiving and preparing all food items for the facility.
- Maintaining food costs and budget goals.
- Produce required product according to Banquet Event Orders for each event.
- Develop menus/ proposals and conduct tastings for potential clients.
- Entertain prospective clients of the facility through Chef's tables, tastings and culinary demonstrations.
- Report on a daily basis to the Food & Beverage Director/General Manager event by event costs.
- Maintain an active role in local hospitality community and professional associations.
- Attend in-house event-related meetings and relays immediate changes with other departments.
- Designs creative menus and plans production.
- Establish presentation technique and quality standards.
- Schedules and supervises Kitchen and Stewarding employees.
- Coordinates and directs training of chefs, cooks and other kitchen workers engaged in the preparing and cooking foods to ensure high quality, efficient and profitable food service, with training to include "Serve safe" and any Health department regulations.
- Estimate food consumption, purchases and kitchen supplies.
- Review menus, analyzes recipes, determine food, labor, and overhead costs.
- Assign prices to menu items in accordance with budgetary goals.
- Establishes methods of food preparation and cooking, sizes of portions, and garnishing of foods to ensure food is prepared in prescribed manner.
- Establishes and enforces nutrition, sanitation and quality standards for food and beverage
- Maintain all kitchen equipment cleanliness and annual maintenance.
- Participate in promotional media related events to promote the facility.

- Maintain and manage culinary and stewarding personnel to meet labor and production objectives.
- Give oversight and direction to retail production and deliverability.
- Maintain a Health Department score of 90 or higher.
- Daily contact with the Director of Food & Beverage/General Manager and other convention center employees. Regular contact with all Catering managers and banquet and Concessions staff.
- All other duties as assigned.

**Supervisory Responsibilities:** Directly supervises all kitchen personnel and stewarding department. Carries out supervisory responsibilities in accordance with company policies and applicable laws.

**Qualifications:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

At least 5 years of culinary experience in a banquet facility producing meals for large events.

### **Skills and Abilities**

- Advanced oral and written communication skills.
- Strong orientation to customer service and ability to work with other staff members in the facility.
- Results oriented individual with the ability to meet required budgetary goals.
- Excellent organizational, planning, communication, and inter-personal skills.
- Ability to undertake and complete multiple tasks.
- Ability to be creative with food presentations and maintain a quality product.
- Must maintain local Health Codes and sanitation HACCP

### **Computer Skills**

Computer skills to include Excel programs.

### **Certificates, Licenses, Registrations**

Serve-safe certified

### **Working Conditions**

Works mostly in the main kitchen or concessions kitchen.

### **Physical Demands**

This position requires minimal stooping and lifting. Substantial standing, walking and manual dexterity to operate office equipment such as a computer is required.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and

responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.