

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>REPORTS TO:</b>
Head Chef	Hospitality Manager
<b>JOB OVERVIEW</b>	
<p>The Head Chef will be responsible for all food production used for the onsite Farmers Table training restaurant, banquet functions and events hosted offsite. Develop menus, food purchase specifications and recipes. They will supervise the kitchen staff, develop, and monitor the food and labour costs for the department. Maintain highest professional food quality and sanitation standards.</p>	
<b>KEY DUTIES AND RESPONSIBILITIES</b>	
<p>These key responsibilities include the following:</p> <ul style="list-style-type: none"> <li>• Understands and incorporates the ‘Farm to Table’ concept in the Farmers Table Restaurant operations.</li> <li>• Provide input and help to develop the Tea Room Business Plan</li> <li>• Develops and plans menus for the Tea Room Restaurant with other team members and catering services for events booked through the Tea Room and hosted off site.</li> <li>• Schedules and coordinates the work of chefs, cooks, and other kitchen employees to assure that food preparation is economical and technically correct and within budgeted labour cost goals.</li> <li>• Make requisition for products and other necessary food supplies.</li> <li>• Ensures that standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas.</li> <li>• Establishes controls to minimize food and supply waste and theft.</li> <li>• Develops standard recipes and techniques for food preparation and presentation which help to assure high quality and to minimize food costs consistently.</li> <li>• Keep record and provide necessary data relevant to the departmental budget to assist with determining annual food, labour and other costs and assist with monitoring actual financial results.</li> <li>• Cooks or directly supervises the cooking of items that require skilful preparation.</li> <li>• Ensures proper staffing for maximum productivity and high standards of quality;</li> <li>• Evaluates products to assure that quality, price, and related goods are consistently met.</li> <li>• Assist with developing policies and procedures to enhance and measure quality; continually updates written policies and procedures to reflect state-of-the-art techniques, equipment, and terminology.</li> <li>• Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment.</li> <li>• Recommends training and professional development opportunities for all kitchen staff.</li> <li>• Periodically visits dining area when it is open to welcome members.</li> <li>• Always support safe work habits and a safe working environment.</li> <li>• Assist with interview, select, train, supervise, counsel, and discipline all employees in the department.</li> <li>• Ensure all services to members are conducted in a highly professional and efficient</li> </ul>	

manner.

- Serve as a practical instructor of training for CTI students at the Tea Room.
- Perform other related duties as directed.

#### **KNOWLEDGE & REQUIRED SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Working knowledge of various computer software programs.
- Entrepreneurial spirit

#### **Physical Demands:**

- The employee must occasionally lift and/or move up to 50 pounds.
- Constantly on your feet for long periods of time.

#### **QUALIFICATIONS**

##### **Education**

Associates Degree or higher from college or university; or related experience and/or training; or equivalent combination of education and experience.

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

Certificate of completion from trade school.

Driver's license.

Valid health certificate

Acknowledged by: \_\_\_\_\_