

DESCRIPTION: Under administrative direction, is responsible for directing a large food service operation. Work is performed independently. Incumbents are responsible for developing, implementing and following structure and systems from a fine dining restaurant model through creating recipes and developing menus for multiple course meals; training and overseeing food service staff in the culinary arts ensuring quality standards; and utilizing equipment specific to the high-volume fine dining model. Work collaboratively with Dietitian to develop therapeutic diets. Major decisions and recommendations may be made at this level; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions assigned to the Executive Chef class direct high-volume food service activities and operations from a fine dining restaurant model for the members, using his/her experience and education in the culinary arts and in hospitality. The dining environment includes creating recipes and developing innovative wide variety yet nutritionally sound menus for a person-centered care model using approved dietary software. Prepare dishes from scratch or speed scratch. Develop and create garnished plate deliverance and tasteful presentation of all food and dishes. Manage multiple kitchen stations using specialized equipment.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Develops resident appealing menus and implements proactively with all support materials such as recipes, week at a glance menus, and clinical diets. Ensures resident/member specific requests and dietary needs are met. Collaborates with Dietitian.

Executes correct culinary methodology in preparation of all foods, beverages and baked goods. Uses culinary cooking equipment such as convection ovens, char broilers, induction ranges, culinary knives and other equipment and utensils.

Skillfully prepares, cooks and demonstrates preparation of multiple course meals. Establishes food presentation techniques and quality standards.

Mentors and trains food service staff and ensures proficiency in culinary methodology, such as plate presentation, garnishing and coursing and maximum visual appeal.

Manages, supervises, schedules, evaluates, and communicates facility policies and procedures to staff.

Establish goals/objectives and performance measures.

Ensures menu execution and delivery is consistent with typical restaurant model within the multiple kitchen stations. Oversees pre-preparation and preparation of all menu items, provides specific guidelines and exacting standards on how to prepare each item.

Provides quality customer service through individual food choice and selection. Surveys members and families to measure level of customer satisfaction.

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Create various recipes based on member requests.

Supervises all dining areas to ensure sanitary requirements and fine dining presentation is met.

Establishes and maintains positive and productive relationships with all non-reporting ancillary staff (Nursing Aids, LPN's, Activities Staff, etc.).

Establishes and maintains fiscally responsible budgets for food and labor costs through performance of monthly inventories, monthly cost of goods analysis and weekly economies of labor to accommodate census fluctuation.

Purchases all food products, according to menus, production sheets and special needs and desires. Accurately determines and maintains food costs according to budget.

Ensures Hazard Analysis and Critical Control Points and Serve-Safe principles and practices are applied in food service areas.

Ensures the food service operation is in compliance with state and federal regulatory laws, rules and regulations.

Executes ongoing clinical criteria required to maintain all diets, care plans, care conferences, weight information and any other criteria prescribed by the Consulting Dietitian.

Attends facility leadership meetings, interdisciplinary team meetings, and dietary staff meetings.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: The science of diet and nutrition; culinary food preparation practices and techniques; restaurant dining model; sanitation and safety standards including food storage and handling techniques; applicable state and federal regulations; management and business principles; strategic planning; leadership techniques; coordination of people and resources; production processes, quality control, costs and other techniques for maximizing the effective preparation of food; knowledge and principles of providing quality customer service; meeting quality standards and evaluation of customer satisfaction.

Skill in: Preparing meals that are pleasing to the palate and eye; motivating, developing and directing people as they work; using culinary tools, technology and equipment; using food/nutrition software; developing, designing and creating recipes and menus; monitoring and assessing performance to make improvements or take corrective action; identifying creative solutions, conclusions or approaches to problems; conveying information effectively.

Ability to: Demonstrate strong leadership abilities; direct the activities of the food service department to create a restaurant style fine and casual dining model; train staff in culinary food preparation; manage a dynamic, fast-paced environment; prepare cost estimates for food, supplies and equipment; set work schedules, order supplies and maintain inventory/budget control; provide direction and guidance to staff and evaluate performance; communicate effectively with a wide variety of individuals; develop recipes, determine serving sizes, plan menus, oversee multiple kitchen environments. Accept criticism and deal calmly and effectively in high stress situations.

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MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Associates Degree in Culinary Arts, or C.E.C. designation from The American Culinary Federation and a minimum of four years experience as an Executive Chef, Chef de Cuisine, or Sous Chef, including management experience. Requires Hazard Analysis and Critical Control Points Certification. Prefer Bachelors Degree in hospitality management.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).