

# COUSINS' RESTAURANT

## JOB DESCRIPTION

**POSITION:** EXECUTIVE CHEF  
**DEPARTMENT:** KITCHEN  
**SUPERVISOR(S):** RESTAURANT MANAGER & DIRECTOR OF FOOD AND BEVERAGE

### **SUMMARY:**

Serves as the Executive Chef of the Cousins' Restaurant managed by Escape Lodging Company. Reports to the Restaurant Manager, but also is responsive to the Director of Food and Beverage. Primary responsibilities are to supervise the kitchen staff which includes line cooks, bakers, prep cooks, assistants and dishwashers. The major emphasis is on high quality food preparation while maintaining cost controls. The Executive Chef is to make sure of quality service and product by hiring, training and evaluating all kitchen personnel. The individual must be self-motivated, flexible, detail oriented and a team player.

### **PRIMARY RESPONSIBILITIES:**

#### **SUPERVISES AND COORDINATES:**

- Oversees all personnel activity in the kitchen.
- Oversees scheduling of kitchen staff and insures accountability on every shift.
- Hires, disciplines, and terminates kitchen employees.
- Interacts as a team player with the Restaurant Manager and Assistant Managers.
- Creates and maintains menu specifications and descriptions for all menus including banquet items. Makes daily soup and special menu selections.
- Creates a positive work environment.
- Recommends equipment to be used and maintains all equipment in good working order.
- Attends and participates in manager, employee, and weekly staff meetings.
- Maintains excellent security of the kitchen, supply, and work areas through an effective enforcement procedure. Spot checks stock counts, looks for waste and investigates any possible missing food supplies. Reports irregularities to the Restaurant Manager and takes appropriate corrective action to prevent recurrence.
- Works closely with the Restaurant Manager and assistant managers in the overall management of the restaurant, and works as a team player to make Cousins' the finest restaurant in the area.
- Works the restaurant floor and talks to customers to improve customer relations.

#### **FOOD PREPARATION AND PRESENTATION:**

- Directs all cooking operations by checking the methods of food preparation and cooking.
- Checks the size of portions and inspects the garnishing of all foods.
- Monitors how food looks and tastes and the timeliness of food delivery.
- Makes sure that all food preparation is economical and technically correct.
- Orders food and operating supplies in coordination and approval of the Restaurant Manager.
- Maintains the cleanliness and sanitation of the kitchen areas, including walk-in coolers, walls, ceiling, hoods and all storage areas.

#### **BUDGETS AND RECORDS:**

- Maintains the bonus program for line cooks.
- Tracks labor costs to meet goals and helps the Restaurant Manager establish budgets.
- Maintains accurate and timely month-end inventory for reporting purposes.
- Maintains system of cost controls through purchasing, sales, and staff scheduling.
- Assists the Restaurant Manager to achieve financial goals of the restaurant.

#### **TRAINS, COACHES AND COUNSELS:**

- Conducts daily pre-shift meetings.
- Maintains a positive attitude and promotes one throughout the kitchen staff.
- Trains and motivates line employees on daily basis.
- Addresses immediately all real and perceived customer and employee problems.

- Works closely with and trains the Assistant Chef and supervisors to ensure a smooth transition in the absence of the Executive Chef.
- Improves managerial skills and works hard to operate a well organized kitchen in which employees enjoy working.
- Supports fully the Escape Lodging philosophy towards guests/customers and employees.
- Trains kitchen employees in customer service, and constantly works with each employee to help them provide high quality service to the guests/customers.

**I have read this job description and understand what is expected of me for this position.**

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Employee's Signature

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Date

\_\_\_\_\_  
Employee's Printed Name