Chef

Job Description

Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. Plan and price menu items, orders supplies, and keep records and accounts. Supervises and participate in cooking and baking and the preparation of foods. Writes weekly schedules according to business and projected goals for labor dollars or percentages. Uses labor dollars and menu costing programs to price labor and food cost percentages. Must participate in checking of all purchased supplies for quality and account for each delivered item.

Detailed Work Activities:

Must expedite the pass through cook's window to maintain proper consistency in food quality and service between the hours of 12 – 1 PM and or 5:30 – 6:30 PM daily.

Conduct training for personnel

Cook in quantity

Direct and coordinate food or beverage preparation

Monitor worker performance

Cook meals

Investigate customer complaints

Maintain production or work records

Price items on menu

Determine food or beverage costs

Modify work procedures or processes to meet deadlines

Schedule employee work hours

Direct and coordinate activities of workers or staff

Estimate materials or labor requirements

Use oral or written communication techniques

Inspect facilities or equipment for regulatory compliance

Oversee work progress to verify safety or conformance to standards

Plan menus

Requisition stock, materials, supplies or equipment

Resolve or assist workers to resolve work problems

Tasks include:

Determine production schedules and staff requirements necessary to ensure timely delivery of services.

Recruit and hire staff, including cooks and other kitchen workers.

Supervise and coordinate activities of cooks and workers engaged in food preparation.

Analyze recipes to assign prices to menu items, based on food, labor, and overhead costs.

Meet with sales representatives in order to negotiate prices and order supplies.

Collaborate with other personnel to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and the likely number of customers.

Plan, direct, and supervise the food preparation and cooking activities of multiple kitchens or restaurants in an establishment such as a restaurant chain, hospital, or hotel.

Check the quality of raw and cooked food products to ensure that standards are met.

Check the quantity and quality of received products.

Record production and operational data on specified forms.

Estimate amounts and costs of required supplies, such as food and ingredients.

Prepare and cook foods of all types, either on a regular basis or for special guests or functions.

Order or requisition food and other supplies needed to ensure efficient operation.

Coordinate planning, budgeting, and purchasing for all the food operations within establishments such as clubs, hotels, or restaurant chains.

Monitor sanitation practices to ensure that employees follow standards and regulations.

Arrange for equipment purchases and repairs.

Instruct cooks and other workers in the preparation, cooking, garnishing, and presentation of food.

Determine how food should be presented, and create decorative food displays.

Inspect supplies, equipment, and work areas to ensure conformance to established standards.

Demonstrate new cooking techniques and equipment to staff.

Meet with customers to discuss menus for special occasions such as weddings, parties, and banquets.

The following knowledge is required:

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.