



FIRST MIDWEST GROUP

JOB DESCRIPTION

JOB TITLE:

FLSA STATUS:

DEPARTMENT: FRHG / Radisson Hotel

DATE:

POSITION SUMMARY:

As Executive Chef you'll direct all kitchen activities and prepare our delicious food - helping create memorable experiences for guests - whenever and wherever they dine. You'll also ensure quality, kitchen maintenance and inventory functions kept to high standards - to make sure your kitchen is always running smoothly.

SUPERVISION:

Reports to and works under the general direction of the Director of Food and Beverage.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Job Description

- Direct daily kitchen activities, plan and assign work ensuring you always have the right staffing numbers.
- Responsible for the food ordering, inventory, and overall food cost.
- Develop your team and improve their performance through coaching and feedback, and create performance and development goals for colleagues - recognize good performance.
- Recommend or initiate any HR related actions where needed.
- Drive a great working environment for teams to thrive - connect departments to create sense of one team.
- Promote teamwork and quality service through daily communication and coordination with other departments.
- Communicate with all hotel department heads to stay informed of kitchen needs and ensure timely responses to requests.
- Make sure our dishes are always at their best - we have standards - but it's down to you to make that room special and memorable for guests.
- Keep an eye on competitor activity/industry innovation to develop your own ideas in the kitchen.

- Make sure food and drinks are secure and stored safely - always keep stock replenished to minimize waste.
- Ensure that all kitchen equipment and environment are hygienic and working properly.
- Always follow governmental regulations and company policies and procedures.
- Encourage guest feedback to improve guest satisfaction.
- Answer guest questions about dishes and kitchen services.
- Help the Food and Beverage Director with event planning.
- Complete forecasts, plans, and departmental production reports for management.
- Help prepare the hotel's annual budget and the setting of departmental goals.
- Maintain costing and documentation of all dishes prepared and sold from the kitchen.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education and Experience

Degree or certificate in culinary arts. Five years' experience as a chef and at least one year in a supervisory capacity, or equivalent combination of education and culinary/kitchen operations experience.

A thorough background investigation, including personal and professional references, criminal background and motor vehicle review will be conducted prior to offer of employment. Must be able to successfully pass a pre-employment physical examination and drug/alcohol screen following a conditional offer of employment.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

First Midwest Group is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, First Midwest Group will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

REVIEW/APPROVALS:

Employee

Date

Supervisor

Date

Human Resources

Date

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