Title: Executive Chef

Department: Dining Services          Reports to title: Director of Dining Services

Full Time: X Part Time: _____ Date Prepared: 06/10/2019

Job Group & Level: SM4

Pay Type: Weekly____ Monthly X____ Months Per Year: 12  Hours Per Week: 40

(Summer Months) Months Per Year:____ Hours Per Week:_____

1. Summary of Position:

The Executive Chef supports the efforts of the Dining Services Department by working collaboratively with the Director to help lead the dining services team, in communicating and executing the department’s vision, mission and goals and providing customers with a fresh, sustainable and real dining experience that is crafted from local, seasonal and quality ingredients. Under the supervision of the Executive Chef, the dining services team provides excellence in service and consistent quality in the menus to meet customers’ needs throughout all venues. The Executive Chef creates, researches, orchestrates and ensures delivery of over 4000 meals daily in operations performing 21 hours per day, in an efficient, safe, sustainable and wholesome way.

The Executive Chef engages and develops the culinary team, ensuring they have effective tools and resources to enable their collective success in providing the campus community with their nutritional needs and supporting student life in their activities and special events. The Executive Chef takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

The work schedule varies greatly and corresponds to the College’s operational needs, and as a senior manager within the department, the Executive Chef is relied upon to be in contact and/or available during times of emergent or essential need which may occur outside of normal working hours. Our work is central to student life and their needs occur at a variety of times throughout the day, week, and year and in such, a flexible schedule is required. In addition, the position is designated as providing essential services and may be required to report to work, or remain on duty even when the College is closed.

2. Principal Duties and Responsibilities:

50% Operational/Financial Management

- Oversee the culinary products and services including concept development in tandem with the vision and mission of the department, operational standards as established by the FDA, USDA and the Commonwealth of Massachusetts, systematic controls to minimize loss and preserve and protect resources,
equipment management, analysis of overall department performance and measurements for success
- Participate in strategic and capital planning including current and future facilities
- Manage the budget to ensure the financial viability of the department and its operational costs
- Advance the sustainability effort including partnering with Book and Plow Farm and increasing our local usage
- Develop, enhance and maintain safety standards and emergency management systems including long-term food storage, emergency menus and water supply

25% Culinary Management
- Oversee menu development, preparation and implementation including ensuring recipes are followed, and all items are of the highest possible quality, and produced in an efficient and consistent manner, and accuracy of production lists, recipes nutritional analysis, and ingredient and allergen information is provided to our customers
- Maintain the accuracy of production schedules and usage reports
- Manage the Production Storage Areas including inventory, organization, storage and purchase of product
- Manage the effective use of tools, equipment and resources
- Maintain operational standards and Health Department regulations including performing Inspections of Stations and Service and ensuring all areas are maintained in an orderly, clean and sanitary manner

20% Staff Management
- Direct and lead the culinary teams including hiring, training and supervising staff, overseeing the daily production and creating an environment where people are respected and feel supported
- Educate and support service staff on food storage, menus; ingredients; special meal needs and student diets; and par levels and production overages and shortages
- Develop and manage the staff schedule including coordinating assistance and directing the rotation of assignments

5% Perform other duties/functions as requested or assigned

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

The Executive Chef, has daily interaction with the campus community, involving both verbal and written communication. Communication with media or other off campus outlets will be done in coordination with Campus Communication Office and the Director of Dining.

4. Education: (include certifications and licenses)

   Required:
   - Associate’s Degree in Culinary Arts or industry equivalent
   - Current ServSafe Manager Certification or be able to achieve within (6) months of employment
   - Allergen Awareness or the ability to achieve within (6) months as required by the Commonwealth of Massachusetts

   Preferred:
   - Bachelor’s Degree in Culinary Arts/Hospitality Management
   - Driver’s License and successful credentialing in order to operate College vehicles

5. Experience: (List specific skills necessary to perform this job)

   Required:
6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

This position involves frequent exposure to extreme heat and cold, wet and humid environments, sharp tools, machinery, chemicals, grease laden vapors and fumes, and high noise levels. Ability to lift, carry, push, and pull up to 50 lbs. and occasionally lift, push, pull, and carry objects over 50 pounds with assistance. Constant/repetitive motions involving the range of full body use including fingers, arms, knees, hands and wrists. Bending, squatting and stooping, reaching outward and above head, constant walking and standing, and ascending/descending stairs. Manual dexterity including grasping and manipulating tools/equipment, and adjusting controls. Close visual concentration including the ability to perceive color, contrast, and depth as well as the ability to taste and work with any and all ingredients used.

7. Decision Making:

Decisions are often long-term in nature. Resolves issues with significant intangibles or uncertainties, significant financial or operation impact department-wide and/or beyond individual department. Draws upon significant experience to anticipate problems and positions department accordingly.

8. Supervision Exercised/ Received:

This position performs work with high level of independence.

Supervisory Responsibility: Yes X________ No _________

Number of Employees Supervised: 6