

The Arlington Resort Hotel & Spa

Job Description

Job Title: Executive Chef

Department: Culinary

Reports To: Food and Beverage Dir

Approved By:

Approved Date:

Classification: Exempt

Job Summary

The executive chef is responsible for the Food and Beverage revenue, profit and customer satisfaction by developing and implementing menus that creates an enjoyable and memorable dining experience.

Essential Duties and Responsibilities

- Maintain a courteous, friendly, and professional attitude at all times.
- Plan menus.
- Keep up to date with market trends.
- Monitor and check guest satisfaction.
- Direct and coordinate the daily activities in the kitchen.
- Train, develop, and evaluate kitchen staff.
- Schedule and maintain attendance calendars.
- Manage relationships and contracts with suppliers.
- Encourage staff during stressful times.
- Develop standard recipes and techniques for food preparation and presentation which help to ensure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing menu selling prices.
- Prepare a yearly budget; projecting food and labor costs. Monitor and take steps necessary to ensure that these financial goals are met.
- Evaluate food products to assure that quality standards are consistently attained.
- Maintain the highest standards of food handling, and adherence with all health and safety standards.
- Establish and maintain a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Establish controls to minimize food and supply waste.
- Must be flexible to work any shift, including weekends and holidays.
- Adheres to hotel's dress code policy.
- Perform other related duties as assigned.