



## Position Description

Position Title:	<b>Executive Chef</b>		
Department:	<b>Dining Services</b>	Reports To:	<b>Director of Support Services</b>
Classification:	<b>Exempt</b>	Revision Date:	<b>March 2019</b>

## Position Overview

### **Support Services:**

Under the general direction of the Director of Support Services, the Executive Chef is responsible for carrying out objectives and goals set by the Director of Support Service.

The Executive Chef is responsible for training, supervising, and evaluating all assigned personnel, which includes motivating and leading employees to complete their jobs accurately and in a timely manner. Ensures our standards service, food production quality, maintaining accurate diets, sanitation and safety regulations.

The Executive Chef will order food items as assigned and works closely with the other supervisory team members to ensure food production quality and presentation at all food venues and catered events.

## Principle Duties and Responsibilities

### **Safety:**

1. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and Havenwood Heritage Heights' safety policies and rules. Must be willing to report safety violations and potential safety violations to the appropriate supervisory or management personnel.
2. Attends all mandatory in-services.
3. Wears all appropriate protective equipment (PPE) if and when in a situation that such equipment is warranted.
4. Uses proper body mechanics at all times.
5. Wears seatbelts when involved in all HHH related travel.
6. Complies with, supports and enforces Havenwood Heritage Heights' policies involving all safety procedures to also include the proper use of body mechanics, mechanical lifts and infection control.
7. Will follow all food safety and HACCP guidelines.

### **Support Services:**

1. Trains, motivates, supervises and evaluates assigned employees. Develops training programs that include promoting exceptional food production and presentation. Meets with assigned employees individually on a regular basis, and as a group on a regular basis.

2. Monitors kitchen activities to maintain standards and reports to Director of Support Services on a daily and weekly basis regarding the following: equipment, meal quality, temperature reports, sanitation audits, weekly schedules, preventative maintenance, daily production reports.
3. Develops and institutes regular in-service training programs for culinary staff.
4. Works with the Director in planning departmental goals, accomplishing quarterly goals, assists in managing a realistic annual budget.
5. Continually evaluates production and service. Recommends new approaches and policies and procedures to improve efficiency and quality of services.
6. Attends Resident Dining Committee Meetings.
7. Works with other supervisors to assure that assignments for kitchen are developed and posted in a timely manner. Evaluates weekly employee schedules, controlling excess hours and overtime. Evaluates time and conducts job analyses to determine on-going scheduling and training needs.
8. Develops menus and recipes and maintains a set of standardized recipes.
9. Monitors the requisition and use of food supplies from all storage areas including but not limited to the dry storeroom, walk-in refrigerators and freezer. Monitors food, equipment, and supply procurement, receiving and storage. May occasionally need to participate in assisting with monthly reports and inventories.
10. Monitors food temperatures, dish machine temperatures, walk-in, and refrigerator and freezer temperatures.
11. Carries out and enforces sanitation and safety rules and regulations as set by the Director. Ensures training and re-training for assigned staff in infection control and personal hygiene, and complies with City, State and Federal rules and regulations.
12. Trains and monitors kitchen staff in plate appearance and portion control to minimize waste.
13. Coordinates with the other supervisors all functions requiring refreshments..
14. Recommends or initiates personnel actions such as interviewing, hiring, promotions, transfers, terminations and disciplinary actions. Completes performance evaluations and conducts performance appraisal interviews.
15. Works with Director, Asst. Director, Manager and Supervisors in developing and maintaining teamwork within the department.
16. Promotes and maintains good working relations and communications with subordinate staff personnel and in contact with others in the community and elsewhere.
17. Complies with Havenwood Heritage Heights' rules and regulations in cooperation with the Human Resources Department.
18. Performs any other responsibilities assigned by the Director of Support Services.

## Competencies

- Customer Focus
- Strategic Thinking
- Business Acumen
- Leadership
- Communication Proficiency

- Organizational Skills
- Performance Management
- Problem Solving / Analysis
- Technical Capacity
- Presentation Skills
- Time Management
- Teamwork Orientation

## **Qualifications and Skills**

- Must possess proven supervisory, organizational and teaching abilities and culinary skills.
- Must have an honest desire to work with and for elderly residents.
- Must accept and be supportive of the Dining Services Department's goals.
- Must support Havenwood Heritage Heights' philosophy of care.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms; and talk or hear. Work is performed in a noisy, confusing environment. Exposure to intense heat or cold atmosphere may exist. Could slip on spilled food or water. Could receive burns or cuts. Scheduling or shifts: works five days per week; may be requested to work any shift; may be requested to work weekends.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Protection of HHH Assets and Resources**

Havenwood Heritage Heights' assets are to be used for your job and should be protected. Company assets are meant for business and not personal use. We all have a responsibility to protect and safeguard company assets from loss, theft, misuse, and waste.

These assets include, but are not limited to; the Havenwood Heritage Heights name, company provided credit cards, our various computers, laptops, cell phones, and ancillary equipment; software and software licenses, copy machines and other office equipment, electronic media, and technology.

You should use company assets and funds for legitimate and authorized business purposes. Company property should never be used for personal gain, and you should not allow Company property to be used for illegal activities. If you become aware of theft, misuse or waste of our assets or funds or have any questions about your proper use of them, you should feel free to speak with the Human Resources department. Misappropriation of Company assets is a breach of your duty to the Company and may be an act of fraud against the Company. Taking company property from our facilities without permission is regarded as theft and could result in the termination of your employment. In addition, carelessness or waste of Company assets may also be a breach of your duty to the Company and could result in dismissal. All Company Assets are to be delivered to the Company promptly when your employment ceases, or at any other time that the Company requests.

**Signature**

I have read the job description and understand all of the requirements, functions and duties of the position.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_