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### **Executive Chef / General Manager**

#### **Salary:**

Competitive salary and benefits based on experience and training.

#### **Hours:** Our hours of operation:

Tuesday	7:00am – 2:00pm
Wednesday	7:00am – 2:00pm
Thursday	7:00am – 2:00pm
Friday	7:00am – 2:00pm
Saturday	8:00am – 2:00pm
Sunday	8:00 AM-2:00 PM
Monday	CLOSED

Duties will also include special evening events, including dinner concerts and banquets.

#### **Approved Vacation:**

After one year, 6 days paid.

After three years, 12 days paid.

#### **Employment status:**

At will.

#### **Bereavement policy:**

6 days paid for immediate family, including parent, spouse, child, sibling, or grandparent.

#### **Sick policy:**

Up to 6 days per year, no accumulation year-to year.

**Holidays off:**

Christmas, New Year's Day, Thanksgiving, 4th of July

**Job Summary:**

Plan, organize, direct, and coordinate the Front-of-the-House (FOH) and Back-of-the-House (BOH) staff (servers, cooks, Project Workers) and the resources of the restaurant, for the efficient, well-prepared, and sustainable service of food and beverage, while working cooperatively with the Board of Directors.

**Expectations:**

Function as executive chef during hours of operation, with emphasis on cooking and supervision of food preparation:

- Provide direction for all day-to-day operations in the kitchen.
- Instruct kitchen staff in proper preparation and presentation methods according to well-defined recipes, and monitor ways to constantly improve cuisine according to both traditional desires and current trends to generate expanded patronage.
- Train Project Worker staff, as appropriate, in kitchen prep and support.
- Ensure all products are prepared in a consistent manner and meet appearance and quality standards.
- Provide menu development and planning; develop and implement quarterly seasonal menu inserts. Maintain updated and accurate costing of all dishes prepared and sold in the Food and Beverage operation.
- Supervise food purchases and storage, focusing on quality and freshness; prioritize the use of locally-sourced goods as available.
- Oversee FOH and BOH operation for all operations, including banquets, special events, and catering; schedule work hours for all BOH and FOH staff; recruit, hire, release (if necessary,) all BOH and FOH staff, in consultation with the Board of Directors.
- Improve FOH service by communicating and assisting individuals to understand guest needs, providing guidance, feedback, and individual coaching when needed.
- Provide and support service behaviors that promote customer satisfaction and retention.
- Fill BOH and FOH roles as necessary, to control costs
- Work with regular staff to train and oversee Project Workers, with the intent to raise them to their highest level of function.
- Ensure proper grooming and hygiene standards for all staff; ensure that health and safety standards are obeyed.
- Ensure that sufficient staffing levels are scheduled to accommodate business demands, and manage unexpected overstaffing appropriately.
- Review weekly and monthly schedules to meet forecast and budget.
- Display exceptional leadership by providing a positive work environment, counselling and disciplining employees as appropriate and demonstrating a dedicated and professional approach to management.

- Hold regularly scheduled meetings, quarterly, or as requested by Board Directive, with staff (non-Project Worker) to discuss all aspects of operations, and schedule trainings as appropriate.
- Oversee work of clean-up crew and direct daily cleaning of kitchen and dining areas to maintain sanitation standards; schedule and oversee quarterly deep cleaning, to be conducted by appropriate staff after operational hours. Maintain a building maintenance schedule and direct activities of cleaning crew to address scheduled preventive maintenance.
- Total receipts and balance against sales, and lock facility when closing for the day. Cash register and donation revenues are to be deposited into bank account daily.
- Review comment cards for guest satisfaction results and other data to identify areas of improvement; resolve customer complaints about food quality or service.
- Effectively use the Infinity POS computer software system for business operations, including tracking food and labor costs.
- Interact with Business personnel regarding purchasing, billing, payroll, and other financial matters.
- Communication, both verbal and written, with The Board of Directors, including the Board liaison. Report to the Board of Directors at regularly scheduled meetings, as directed.
- Provide media interviews independently, or in consort with Board of Directors, as appropriate.
- Other duties as assigned.

**Expected Qualifications:**

- Good organizational skills for dealing with diverse duties and staff.
- Pleasant, polite manner for dealing with public as well as staff.
- Willingness to accept and work closely with individuals with cognitive and developmental challenges.
- ServSafe Certified, at time of hire, or certified within 30 days of hire.
- Associate's degree or more in Culinary Arts, or equivalent work experience and demonstrated expertise.

**Start Date:**

As soon as is practical following extensive search and interview process.