

Job Description: Banquet Chef  
Department: Food and Beverage  
Reports to: Executive Chef/Executive Sous Chef



*Fort Worden*  
— PORT TOWNSEND —  
A HISTORIC GATHERING PLACE

**Position Summary:** As a banquet chef, you would be primarily responsible for the planning, organizing, controlling and directing the work of employees in the Banquet Kitchen Department. Overseeing the food preparation of all banquet and catering event while ensuring superior quality and consistency at all times.

Additionally, responsible to develop new banquet menu's, prepare, test, taste and control out new menu items. Maintain updated and accurate recipes and costing of all dishes prepared for banquet functions. Also, review the following day's menus and approves the store requisitions for food and supplies needed from various kitchen storerooms.

### **Principal Duties and Responsibilities**

- Review banquet event orders (BEO) on a daily basis and make note of any changes.
- Brief the banquet kitchen staff daily about the upcoming and current functions.
- Supervises and coordinates all activities of cooks and banquet kitchen staff who are engaged in food preparation.
- Able to coordinate banquet production and plating with the Executive Chef, Sous Chef and Banquet Captain.
- Establish the day's priorities and assign production and preparation tasks for the banquet kitchen staff/chefs to execute.
- Effectively communicate both verbally and in writing to provide clear direction to staff.
- Take physical inventory of specified food items for daily inventory.
- Assist in determining the minimum and maximum stocks of all food, cooking supplies and equipment.
- Assist the Executive Chef in banquet menu development and execution.
- Maintain inventory control procedures and ensure that the banquet kitchen is prepared for the following day's work.
- Responsible for managing all day-to-day operations of banquet kitchen.
- Responsible to conduct frequent walkthroughs of each kitchen area and direct respective personnel to correct any deficiencies.
- Responsible to maintain all equipment in a proper operational condition.
- Responsible to oversee the regular cleaning of all equipment used in the banquet kitchen.
- Ensure that each banquet kitchen work area is stocked with specified tools, supplies and equipment to meet operating and business demand.
- Ensure that recipe cards, production schedules, plating guides, photographs are current and posted.
- Ensure that all staff prepares menu items following recipes in accordance with Fort Worden's operating standards.
- Communicate the kitchen needs with the Executive Sous Chef and Executive Chef.
- Review sales and food cost with the Executive Chef to ensure that the banquet kitchen is meeting budgeted costs.
- Monitor the performance of banquet kitchen staff and ensure all procedures are completed to the department standards.
- Banquet chef should serve as a role model to demonstrate appropriate behaviors.
- Ensures and maintains the productivity level of all banquet cooks and supporting staffs.
- Supervises banquet kitchen shift operations.
- Assists the Executive Chef and Executive Sous Chef with banquet menu planning and food purchasing.
- Participates in banquet kitchen employees progress and discipline procedures.
- Participates in training staff on menu items including ingredients, preparation methods and unique tastes.

- Plans and manages food quantities and plating requirements for all banquet functions.
- Maintains food preparation handling and correct storage standards.
- Reviews staffing levels to ensure that guest service, operational needs and financial objectives are met.
- Ensures compliance with all applicable laws and regulations.
- Follows proper handling and right temperature of all food products.
- Assists as needed in the interviewing and hiring of employee team members with appropriate skills.
- Identifies the developmental needs of kitchen staff and provide coaching, mentoring to improve their knowledge or skills.
- Able to plan and execute multiple banquet functions.
- Able to continually enhances the culinary experience of banquet or event guests.
- Able to understanding all employee's positions well enough and to perform duties in employees' absence.
- Able to help in cooking and food preparation, as and when required.
- Able to perform other duties as assigned by the management.

#### **Minimum Qualifications**

1. Culinary Certificate or Degree by an accredited culinary agency preferred.
2. Serve Safe Certification
3. 5-7 years' experience in an professional busy kitchen, pubs and restaurant environment
4. Strong preference for a chef who already locally sources their ingredients
5. Able to deliver and exceed the expectations of a highly demanding clientele
6. Ability to obtain and/or maintain any government required licenses, certificates or permits
7. Professional appearance and manner, good character to work in a fast-paced team
8. Positive, honest, and energetic work ethic
9. Food Service Card Issued by the State of Washington
10. Solid track record of success; demonstrating upward career tracking
11. Able to work ten hour-plus shifts plus the ability to stand, sit or walk for extended periods of time
12. Able to grasp, lift and/or carry up to 50 lbs. as needed
13. Finger/hand dexterity to operate kitchen machinery, knives, etc.
14. Able to withstand changes in temperature, occasional smoke, steam and heat and work in a confined area
15. Must possess hearing, visual and sensory abilities to observe and detect emergency situations; also to distinguish product, taste texture, temperature and presentation and preparation

#### **Knowledge, Skills, and Abilities**

1. Strong communication skills
2. Strong leadership skills
3. Ability to motivate teams to produce consistently great food
4. Adept at working effectively in high energy and busy environments and works well under pressure
5. Willing and able to work evenings, weekends and holidays
6. Can work on own as well as part of a team
7. Passion for good food, local ingredients and quality customer experiences
8. Excellent knife skills

- 9. Must love and enjoy working with food
- 10. Ability to Portion control on a large scale

**Key Competencies**

Key competencies include management, manages times well, communication, give clear and effective direction, produce large quantities of food well, attention to detail, integrity, honesty, problem solving, reliability, adaptability, and efficiency. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable. As a manager at the Fort you are also held accountable for our Management Principles: communicate, lead, achieve, delegate, improve, mentor and inspire.

**EEO Statement**

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a Special District public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families and groups who seek enrichment and discovery through life-long learning.***

\_\_\_\_\_  
Employee (Print Name)                      Employee Signature                      Date

## Banquet Chef, Guardhouse

### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running		X			
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)					
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers					
Grasping with hand, gripping					
Lifting/carrying 10-25 pounds					
Lifting/carrying 26-50 pounds					

	NA	NE	O	F	C
Lifting/carrying more than 50 pounds					
Pushing/Pulling					
Using Foot Controls					
Work in/exposure to inclement weather					
Work in/exposure to cold water					
Exposure to dust, chemicals or fumes					
Work/live in remote field sites					
Use of hazardous equipment (e.g. guns, chainsaws, explosives)					
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements				X	
Use of hot equipment (e.g., ovens)				X	
Exposure to electrical current	X				
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)				X	
Distinguishing colors			X		
Hearing conversations or sounds				X	
Hearing via radio or telephone				X	
Communicating through speech				X	

	NA	NE	O	F	C
Communicating by writing/reading				X	
Distinguishing odors by smell				X	
Distinguishing tastes				X	
Exposure to wild/dangerous animals		X			
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

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Employee Signature

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Date