

Job Description: Chef de Cuisine  
Department: Food and Beverage  
Reports to: Director of Food and Beverage  
FLSA Status: Exempt



**Position Summary:** The Chef de Cuisine is responsible for all aspects of the kitchen such as menu plans, operations, recipes, financial responsibility, portion and inventory control, food quality, and employee supervision. The Chef de Cuisine provides leadership training and hands-on management of the kitchen staff. The Chef de Cuisine is in charge of executing the food in the main kitchen, drives menu design and kitchen creativity and is responsible for growing and developing the product and profitability of the food service program. The Chef de Cuisine provides a consistent product and experience achieving revenue targets and managing costs as well as ensures all staff under direct supervision are focused and demonstrating a Guest Centric attitude and culture. In addition to maintaining our vision by adhering to our values and management principles, this position must provide the highest level of service to our guests.

### **Principal Duties and Responsibilities**

- Exhibit culinary talents by personally performing day-to-day tasks, producing key menu items, while leading the staff and managing all food related functions
- Ensure exceptional quality of all ingredients, preparation and plating of food items
- Control labor and operating expenses through effective planning, budgeting, purchasing decisions, and inventory control while focusing on creative cost control and revenue generation solutions to maximize profit
- Conduct daily line checks, food reviews and recipes of the day; Ensures that clear feedback is provided to the entire kitchen team and food service staff and management
- Work closely with the kitchen manager on costing, production and control for proper recipe execution and waste management
- Coordinate the selection, training, coaching, development, motivation, and evaluation of kitchen employees to ensure exceptional food quality and presentation for our guests
- Be visible in the Mess Hall and specialty events providing recognition to guests, promoting food positive public relations, handling special requests
- Ensure that sanitation standards as set forth by local, state and federal Health Department regulations are in compliance as well as the cleanliness and organization of the kitchen and its equipment as well as training staff on proper sanitation guidelines
- Assess the need for and report necessary kitchen repairs
- Monitor and maintain use of safe food handling procedures as well as a safe working environment by using and ensuring staff use correct food handling skills and food safety guidelines
- Ensure proper staffing levels by assisting in the recruiting, interviewing and hiring talented kitchen staff members in accordance with the PDA's hiring policies
- Manage assigned staff, including scheduling, training, performance feedback, discipline, investigations and terminations
- Maintain current kitchen schedules, staffing templates, and staff employee files
- Assure and/or conduct ongoing training and professional development of kitchen staff

- Step in for other kitchen staff as needed
- Attend staff and management meetings as needed
- Other duties as assigned by supervisor or other management

### **Minimum Qualifications**

1. Culinary Certificate or Degree by an accredited culinary agency preferred
2. Serve Safe Certification
3. 7-10 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, ability to motivate teams to produce consistently great food
3. Adept at working effectively in high energy and busy environments and works well under pressure
4. Willing and able to work evenings, weekends and holidays
5. Can work on own as well as part of a team
6. Passion for good food, local ingredients and quality customer experiences
7. Excellent knife skills
8. Must love and enjoy working with food
9. 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

## Chef de Cuisine

### 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	

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
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