



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

<b>JOB TITLE:</b>	Executive Chef	<b>DATE CREATED:</b>	08/13/2014
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE REVISED:</b>	08/13/2014
<b>REPORTS TO:</b>	Fort Worden PDA's Food and Beverage Consultants		
<b>APPROVED BY:</b>	Fort Worden PDA – Executive Director, Dave Robison		

**POSITION SUMMARY:**

The Executive Chef for Fort Worden Public Development Authority is responsible for the overall success of the food service operation at Fort Worden, the Health Department's regulations, and meets the goals and expectations of providing local, sustainable food while assuring quality, freshness and appealing presentation. In this position the Executive Chef is responsible for overseeing the sanitation and safety of all kitchens, while ensuring that all kitchen employees produce delicious, eye-appealing and nutritious food, while meeting client financial budgetary goals. This position solves problems professionally, rapidly and fairly as well as maintains and teaches a good work ethic, and developing a sense of teamwork and cooperation within the team.

**POSITION OBJECTIVES:**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**MAJOR DUTIES/FUNCTIONS/TASKS:**

**Overall Management**

- Meets all timelines for menus and ordering.
- Teaches and adheres to Fort Worden PDA's philosophy, culture and commitment to local, sustainable food and customer service.
- Takes over the ownership of the kitchen.
- Has a **Passion** for food.
- Ensures all products and purchases meet Fort Worden sustainability goals.
- Carries out the personnel policies of the Fort Worden Employee handbook.

**Supervision and Development of Staff**

- Hires, trains, and supervises the daily conduct of the Chefs and Sous Chefs.
- Ensures that proper professional attire standard is followed by all culinary personnel.

- Develops and revises proper job descriptions for Chef's and Sous chefs.
- Conducts staff reviews, coaching sessions, and disciplinary actions in a professional and timely manner. Provides feedback and support to employees to further their development.
- Ensures that all hiring and training standards are met and documented for direct hires, and Safety Training.

### **Food Programs**

- Uses a variety of high quality food items that are creatively well prepared, presented and flavorful in a cost effective manner in the Cafés and catering.
- Ensures that all products and ingredients that are used are purchased following Fort Worden's purchasing standards and sustainability commitments.
- Ensures that all foods, beverages, and garnishes are consistent with culinary standards.
- Works with management and consultant team to ensure that all display, catering and café service and culinary set up meet specific account standards.
- Prepares a well balanced menu that meets the cultural and dietary needs of the guests.
- Meets and exceeds the expectations of the customer's perceived value.
- Makes sure all kitchen waste is disposed of properly in the most sustainable manner as supported by the client

### **Customer Service and Client Relations**

- Represents the company in a courteous, efficient, and friendly manner in all customer, client and employee interactions
- Responds to all comments and complaints within 24 hours and follows up with a written response to the Fort Worden's Food and Beverage Consultants.
- Interact with customers and resolves customer complaints in a friendly and service oriented manner
- Communicates with the Client honestly, accurately and in a timely manner.

### **Financial Management and Analysis**

- Prices all menu and catering items, specifying portion and prep quantities while adhering to food, and sustainability guidelines.
- Maintains and monitors kitchen payroll in conjunction with business forecasts and the budget.
- Ensures that food cost meets budgetary goals each week in all operations by establishing purchasing specifications, product storage and usage requirements and waste control procedures.
- Ensures that invoices are coded and prices are updated weekly
- Reviews catering portions and pricing quarterly, suggesting changes and monitoring waste from events

### **Retail Management**

- Creates weekly menus and special event catering menus, meeting special dietary requests, including low-fat, low-sodium, gluten-free, vegetarian and low calorie meals.
- Supervises the proper garnishing and presentation of food.
- Oversees the overall appearance of the kitchen.
- Continues to test and update menu ideas and concepts, staying abreast of new culinary trends.
- Edits all weekly menus for proper spelling and descriptions.
- Utilizes all web based informational systems, including web menu and catering menu.

### **SECONDARY DUTIES:**

#### **Special Events**

- Oversees all creation of menus, production, and ordering for special events
- Assists and develops specialty menus and events per clients needs, budget and unit guidelines
- Plans and executes the culinary elements of all specialty events
- Is on site for all special events and ensures that they meet all client expectations

### **Marketing/Sales**

- Participates and is involved in tastings of new menu items
- Manages chefs to develop seasonal specials and offerings, reviews, tastes and approves all seasonal menu and pastry items.
- Works with Fort Worden's Sales Department to develop and implement sales programs on campus to solicit new business and groups to the campus.

***Note: Job duties are subject to change as needed.***

### **FOOD AND SAFETY RESPONSIBILITIES:**

- Adheres to all Health Department, OSHA and ADA regulations.
- Supervises, trains and maintains daily reporting of Time and Temperature and accurate labeling, dating and rotating of all food products.
- Conducts weekly meetings, and ensures that regular trainings are occurring in units
- Reports any injury, accident and/or foodborne illness incident for customers and/or staff accurately and in a timely manner to Fort Worden's Finance/HR Manager.
- Develops daily and weekly cleaning checklists for kitchen staff and oversees their accomplishment.
- Trains kitchen personnel in safe operating procedures of all equipment, utensils and machinery. Establishes maintenance schedules in conjunction with manufacturer's instructions for all equipment. Provides safety training in lifting, carrying, hazardous material control, chemical control, first aid and CPR.
- Attends monthly safety meetings and participates in safety inspections

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education:** Certificate from a culinary arts training program.
- **Experience:** A minimum of 5 years as sous chef plus 3 years in similar position in a like volume and quality food service establishment.
- General Hospitality knowledge and interest in sustainability and sustainable food practices
- Ability to operate Web based ordering system, process customer requests, changes to orders, menu updates and client profiles.
- Proficient with word processing and spread sheet applications.
- Wear a cut resistance glove whenever using a sharp or potentially sharp tool or instrument.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have a valid driver's license - and clean motor vehicle record.

### **PHYSICAL REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand, talk or hear, and taste or smell.
- Walk; use hands or fingers, handle, or feel; stoop, kneel, crouch, or crawl; reach with hands and arms.

- Regularly lift and/or move up to 40 pounds and may occasionally lift up to 50 pounds.
- Push and pull carts weighing up to 100 pounds
- Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.
- Must consistently utilize all Personal Protective Equipment.
- Must wear a cut resistance glove whenever using a sharp or potentially sharp tool or instrument.

**LANGUAGE SKILLS:**

- Ability to read and comprehend elaborate instructions, event requests, correspondence, and memos written in English
- Able to speak clearly and listen attentively to staff, peers, supervisors, guests and client.
- Able to read and write to facilitate the communication process. Ability to write professional and efficient emails to clients and customers.
- Ability to effectively present information in one-on-one and small group situations to customers, and clients.
- Ability to lead meeting and trainings with employees and other members of the company and cover basic health, safety, culinary and service topics.

**ACHIEVING LEADERSHIP IN THE FOODSERVICE INDUSTRY:**

Fort Worden PDA is a public organization oriented to serve the overall community. Our goal is to improve the quality of work life by using fair and consistent treatment and providing equal growth opportunities for all associates. EOE.

**EMPLOYEE ACKNOWLEDGEMENT:** \_\_\_\_\_ Date: \_\_\_\_\_