

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



Position Summary: The Head Chef oversees the overall operations for the back of the house and kitchen area and assigned staff. The Head Chef has contributory financial responsibility for food and labor costs and kitchen supplies for the kitchen. The Head Chef implements quality controls, trains staff on proper food preparation and kitchen safety techniques, and forwards the mission of the Public Development Authority's local food initiative. 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

- Achieve or exceed budgets for each outlet, maintaining financial control of the kitchen: food cost, food efficiencies, inventory, waste management, labor cost and direct kitchen expenses
- Maintains food quality standards by overseeing all phases of food procurement, production and service, including, inventory and ordering, storage and rotation, food preparation, recipe adherence, plate presentation, and service and production time standards
- Set standard operating procedures, safety standards, kitchen operational goals and follow-up plans for each outlet. Directs and holds staff accountable for those goals
- Maintain and train Serve Safe protocols for all staff and standards maintained in all outlets
- Assist Chef de Cuisine in recipe creation; responsible for associated costs
- Purchase all food and kitchen items for all food outlets including banquets and special events.
- Responsible for kitchen and food inventory and ensuring compliance with inventory procedures
- Report and monitor on-going kitchen repairs, maintenance, programs
- Conduct monthly housekeeping, food safety and sanitation and facility reviews to improve standards of kitchen team and to correct deficiencies on a timely basis
- Ensure cleanliness of the kitchen by maintaining to specified standards, passing Health Department audits, and training staff on proper sanitation guidelines
- Ensure staff avoid cross contamination, improper food handling and/or storage practices, etc., through proper training and supervision
- Guarantee 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, 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 in urgent circumstances.
- Attend staff and management meetings as needed.
- Other duties as assigned by F&B Director or other management.

Minimum Qualifications

1. Degree or equivalent experience: Restaurant Management or Culinary Institute Degree
2. 5-8 years of experience as Head Chef/Executive Chef or similar position working in professional and busy kitchens, catering and multi outlet establishments.
3. Food Service Card Issued by the State of Washington
4. Serve Safe Certification
5. Solid track record of success; demonstrating upward career tracking
6. Able to work ten hour-plus shifts plus the ability to stand, sit or walk for extended periods of time
7. Able to grasp, lift and/or carry up to 50 lbs. as needed
8. Finger/hand dexterity to operate kitchen machinery, knives, etc.
9. Able to withstand changes in temperature, occasional smoke, steam and heat and work in a confined area
10. Must possess hearing, visual and sensory abilities to observe and detect emergency situations; also to distinguish product, taste texture, temperature and presentation and preparation
11. Proficient computer skills including restaurant and catering management software

Knowledge, Skills, and Abilities

1. Strong communication skills
2. Highly organized and keen attention to detail
3. Budget management
4. Strong leadership skills with the ability to motivate teams to produce consistently great food
5. Adept at working effectively in high energy and busy environments
6. Willing and able to work evenings, weekends and holidays
7. Can work on own as well as part of a team
8. Foster a climate of cooperation and respect between co-workers
9. Confident leading a team and taking responsibility
10. Passion for good food, local ingredients and quality customer experiences

Key Competencies

Key competencies include staff management, manages times well, communication, give clear and effective direction, produce large quantities of food well, attention to detail, integrity, honesty, problem solving, excellent record keeper, 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.