

## JOB DESCRIPTION

**POSITION:** Executive Chef

**SUPERVISOR:** Executive Director

### EMPLOYMENT STATUS:

- Exempt Status  
 Non-exempt Status

### POSITION SUMMARY:

The Executive Chef is directly responsible for establishing and maintaining all standards of quality, conduct, customer service, and productivity within the Dining Services Department. Maintain appropriate levels of staffing and food/supplies inventories and work within established budget guidelines. He/she must possess general knowledge in the following areas of operation: productivity, costs and budgets, energy conservation, purchasing, receiving, storing systems, preparation and serving techniques, pilferage and portion control, personnel development, kitchen sanitation and general management of Dining Services Department. Promote a thorough and continuous understanding among all employees of the importance of the Dining Services Department to the quality of life for residents and prospective residents.

Accept the responsibility to supervise the team members assigned to you, working together, provide the services of your department to each resident of the Community. All of your activities must maintain a holistic perspective of service and total care of all residents.

Accountability to monitor the performance of each team member under your supervision to make certain that the care and services to each resident are delivered in a continuous, predictable and efficient manner.

Coordinate and communicate with all other team members of the Community in maintaining a holistic perspective of service and care. You are expected to lead by example and make certain that the programs and services lead by yourself, maximize each residents quality of life, identity, abilities and preferences.

Report to the Executive Director all emergencies, all team members who require training, guidance, or discipline greater than you are capable of providing and observable changes in all residents' behavior or health status that would indicate a change in their care plan.

### DUTIES AND RESPONSIBILITIES:

1. Innovate, plan, promote, and supervise a food service program that meets or exceeds the minimum of standards of quality, productivity, and customer service of the community and accommodates the broad spectrum of tastes, interests and personal therapeutic requirements of the resident population. Continuously monitor and appropriately address the resident population for shifts in preferences, values and attitudes using personal interviews, approved surveys, resident committees, suggestion boxes, etc.
2. Recruit, hire, train, discipline and supervise a full complement of staff who are capable and motivated to diligently and conscientiously devote their best efforts to the discharge of the responsibilities contained in their job descriptions and who present a professional demeanor to residents and prospective residents. The dietary staff shall cooperate and assist other members of the community management team to effectuate maximum operating and occupancy development results.
3. Maintain department records and perform administrative functions outlined on attached schedule.
4. Meet or exceed all minimum company standards for menu planning and coordinate with Executive Director in advance of all menu changes and menu plans.

5. Ensure that food items are properly prepared and placed in service at the proper time and are tastefully garnished to provide a high quality plate presentation and prompt service to all resident tables in a professional manner.
6. Ensure adequate quantities of all menu and salad bar items are prepared in advance of serving time so as not to run out prior to all residents being served.
7. Establish, document, direct and assist in general kitchen and dining room sanitation procedures, preparing schedules for all shifts for all kitchen and dining room staff and post in their work areas.
8. Ensure and provide for the proper cleaning of pots, pans, utensils, eating silverware, china and glassware and routine and preventive maintenance of departmental equipment.
9. Coordinate with activity director and other supervisory personnel, for any special functions or needs of residents.
10. Attend staff and resident meetings to report and advise on all food service matters.
11. Ensure that employee meal policies and procedures are properly implemented and controlled.
12. Ensure efficient and effective use of all food services department and community resources; human resources and monetary resources within established budgetary guidelines, equipment and supplies.
13. Purchase all food, kitchen supplies and kitchen equipment, using diligent and competitive purchasing programs and methods.
14. Under the direction of the Executive Director, establish, implement, document and review and ensure compliance with integrated procedures and systems which enable the food services program to be successful and productive and which offer an overview for management and other team members.
15. Comply with any and all state, local or federal rules, regulations and licensing requirements related to health, safety (OHSA), and general operation of the Dining Services Department.
16. Consult with and advise the manager for the purposes of eliminating operating deficiencies. Communicate and channel to employer, all knowledge, business, and other matters of information which could concern or be in any way beneficial to the business of the employer.
17. Diligently and conscientiously devote full and exclusive time and attention, best skills and efforts to the discharge of his/her duties. Present a professional demeanor that communicates to current and prospective residents the corporate philosophy of service, goodwill and genuine interest in the resident's unique needs. Conduct yourself and your business at all times so as not to detract from or reflect adversely on the reputation of the community.
18. Treat as confidential, any information obtained by him/her concerning the residents and personnel of the community and the company, or their business, products, techniques, methods, systems, pricing, plans, promotions, or policies. Employee will not, during his/her employment or any time thereafter, disclose such information in whole or in part, to any person, firm or corporation for any reason or purpose whatsoever.
19. Perform such tasks as may be required from time to time by the management of the community or Executive Director.

**WEEKLY AND MONTHLY ADMINISTRATIVE DUTIES:**

1. Food and supply ordering
2. Verify, check-in and secure provisions
3. Planning of weekly menu
4. Vendor invoices sorted, recorded, organized and presented to management for payment
5. Verify and approve employee time records
6. Supervise employee meal procedures

**PERIODIC ADMINISTRATIVE DUTIES:**

1. Menu planning
2. Staff training
3. Monitor inventory and loss control program for linen, china, flatware and equipment
4. Program review
5. Employee Performance Reviews
6. Staff Development
  - a. Recruitment
  - b. Hiring
  - c. Personnel
  - d. Training
  - e. Review and discipline

**UNIVERSAL PRECAUTIONS:**

- Exposure to blood/body fluid not likely.

**PHYSICAL REQUIREMENTS:**

- Push, pull, or lift at least 30 pounds. Frequent transporting of residents in wheelchair.
- Must be able to stand, walk, stoop, and/or bend for periods of up to eight hours with breaks as provided for in the employee handbook.

**OTHER REQUIREMENTS:**

- A continuous and consistent demonstrated interest in and knowledge about the elderly and their needs and the competency to meet those needs on a consistent basis. An interest in and willingness to learn and a demonstrated initiative in developing skills in caring for the elderly consistent with the philosophy and policies of the community.
- High school graduation or equivalent. Supervisory work experience in food service, or equivalent, of four years or more. Training and experience has been attained through formal training or on-the-job training in appropriate techniques of resident care including nutritional monitoring and assessment, general nutrition, food production and service, sanitation, safety and management. Also, must be at least 18 years of age.
- Must be able to routinely follow written and verbal instructions.
- Good communication skills, verbal and written; English language skills adequate to allow communication with residents and staff, and to understand written and verbal instructions. Compassion for the elderly and sick. Self-motivated.

**ACKNOWLEDGMENT:**

I, \_\_\_\_\_, (print name) have read and understand the job description as outlined above. I will carry out all of the responsibilities required of me as an Executive Chef. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date