

<b>Job Title:</b>	<b>Executive Chef – 02004</b>	Approved Date: 8-23-04 <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
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**General Position Information:**  
 This specific job description covers the basic functions, qualifications, requirements, working conditions and skills necessary, but not limited to for successful fulfillment of this position in accordance to the standards of the company.

<b>DOL Overtime Status:</b> <u>Exempt</u>	<b>Pay Type:</b> <u>Salaried</u>	<b>Location:</b> <u>Charter One</u>
<b>Employment:</b> <u>Regular Full-Time</u>	<b>Base Pay:</b> <u>Annual</u>	<b>Department:</b> <u>Management</u>
<b>Workers Comp Code:</b> <u>9058</u>	<b>Level:</b> <u>Management</u>	<b>Reports to:</b> <u>General Manager</u>
<b>EEOC Class:</b> <u>9 - Service Worker</u>	<b>Benefit Class:</b> <u>(2)</u>	<b>Supervises:</b> <u>Kitchen Personnel</u>

**Position Summary:**  
 This position has key responsibilities in employee relations; menu planning, development and implementation; food purchasing and cost controls; and care and cleanliness of kitchen and equipment.

**Job Specifications/Qualifications: (Min. knowledge, skills, and abilities required)**

- **Education/Training (or equivalent):**  H.S. Degree / GED  College Degree  Certification/License
  - High School Diploma
  - Food Manager Certification
  - Further education and training a plus
- **Experience: (Type of work experience, min. number of years):**
  - Minimum five years related experience preferred.
- **Technical or Administrative Knowledge:**
- **Special Skills and/or Abilities:**
  - Ability to lead people and get results through others. Employee training and development.
  - Sense of urgency regarding tasks at hand
  - Problem analysis and problem resolution at a functional level.
  - Maintains professional appearance and demeanor at all times.
  - Ability to meet US employment eligibility requirements and Charter One eligibility requirements.

**Physical Requirements and Working Conditions:**

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 that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of a safety concern.

**Key to denote % of time requirements necessary to perform essential functions of this job.**  
 0% = Zero (O)    1-35% = Little (L)    36-70% = Moderate (M)    71-100% = Great (G)

- **Physical Requirements:**  **Light:** Lifting 0-10 lbs.  **Moderate:** Lifting 0-25 lbs.  **Heavy:** Lifting 25+ lbs.
 

M -Bending/stooping	G -Standing	O -Lifting	M -Color / Depth perception
M -Reaching above/below the waist	M -Kneeling	G-Taste/Smell	M -Fine hand & finger movements
M -Pushing/pulling movements	L -Sitting	L -Keyboard	O -Operate motor vehicle
L -Climbing stairs / ladders	M -Walking		L -Operate various equipment

- **Working Conditions and Schedules:**
  - G - Interacting with co-workers, vendors, and customers.
  - G - Subject to hot and cold environments, work areas may be slippery, steamy, smoky or other kitchen/dining area conditions
  - G - Available to works nights, weekends and holidays.
  - G - Fast paced/stressful environment.

- **Necessary traits for this position:**  Seeing  Hearing  Talking\*  Reading\*  Writing\*
  - Basic comprehension of English language using the traits\* marked above for purposes of safety, management direction and job responsibility, and minimal third party interaction.
  - Proficiency of the traits\* marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc:  English  Spanish  French  Other \_\_\_\_\_

**Job Functions, Unique Duties and Responsibilities:**

***Essential Functions include but not limited to the following:***

- Focuses on Company Mission Statement in all activities. Creates and maintains a guest first priority throughout the kitchen. Responds quickly to guest comments and takes corrective action when necessary.
- Ensures that kitchen employees are provided with the necessary tools and equipment to productively perform their jobs. Creates and maintains a safe, secure environment for all employees. Reports any unsafe conditions to the General Manager.
- Maintains product and service quality standards by conducting ongoing evaluations and investigating complaints. Initiates corrective action.
- Investigates and resolves food quality and service complaints.
- Adheres to budgeting guidelines as they relate to scheduling. All managers are required to use the Charter One scheduling program. Prepares weekly schedule and ensures minimum staffing requirements.
- Supports a pro-active human resource function to ensure employee motivation, training and development, wage/benefit administration and compliance with established labor regulations.
- Works with the General Manager in menu development, presentation, and cost controls.
- Interacts with Restaurant Manager as a team. Provides overall assistance acting as one unit.
- Purchases food for all levels of food outlets using competitive pricing through vendors.
- Uses new product and ideas to keep the menu fresh and appealing to all levels of guests.
- Keeps Charter One SOP guidelines in place and current.
- Maintains standard recipes, portion controls, presentation standards, and waste sheets.
- Cooks and prepares food according to menu and number of persons to be served.
- Utilizes any over produced foods to assist in cost controls.
- Maintains inventory controls over food and other inventory throughout the kitchen area. Ensures monthly inventory is completed.
- Compiles the numbers needed for food and beverage inventory and month end process.
- Supervises kitchen staff.
- Ensures effective communication between management and employees. Builds team spirit.
- Adheres to all safety requirements and takes care of/reports unsafe conditions.
- Attends meetings and training as requested.
- Other duties may be assigned based on company's needs.

**I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.**

Signature \_\_\_\_\_ Date \_\_\_\_\_