POSITION SUMMARY

Reporting to the Associate Vice President for Hospitality Services, the Executive Chef supervises a staff consisting of chefs, cooks, purchasing/receiving and production & service employees. Coordinates procedures for ordering, receiving, storage, preparation, and service. Develops recipes and menus. Meets food cost, labor cost, and timeline objectives. Ensures compliance with government, College and department policies/procedures for food and workplace safety and sanitation. Communicates with external and internal customers.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS


2. Establishes and maintains high standards for food receiving, inventory, preparation, presentation, sanitation, and safety. Follows procedures to ensure compliance with all applicable requirements and best practices. Attends and completes continuing education classes and seminars to learn new regulatory policies and obtain required certifications.

3. Supervises the kitchen and purchasing/receiving staff consisting of salaried chefs, hourly supervisor(s), unionized, and casual employees. Administers the training, development, evaluation and discipline of these employees. Schedules employees to meet labor cost budget objectives and fluctuating service needs. Follows human resources procedures in accordance with government regulations, department and College policies and the bargaining unit contract. Reviews and revises job descriptions periodically. In consultation with human resources and immediate supervisor, recommends hiring and termination decisions.

4. Oversees receiving and inventory practices. In conjunction with the Director of Operations, coordinates ordering of food items and supplies using the CBORD FSS System. Establishes and maintains procedures for controlling food cost. Forecasts, orders appropriately, minimizes waste and maximizes appropriate usage. Performs food inventories regularly.

5. Oversees a dynamic menu creation process for dining facilities and catering that reflects the changing desires of customers and the diversity of the College community.

6. Standardizes recipes in CBORD FSS System. Ensures that standardized recipes are used by all employees, and that recipes are periodically reviewed and revised.

7. In conjunction with the Marketplace FOH management team, coordinates routine and preventative maintenance of kitchen and servery station equipment. Develops specifications for the purchases of large and small equipment. Periodically reviews the productive layout of kitchen facilities and makes recommendations for improvements.
conjunction with architects, consultants, department constituents and immediate supervisor, works to implement renovation and remodeling projects.

9. Ensures staff, guest, food, equipment and facility safety at all times. Performs all duties in a safe manner. Takes appropriate measures to prevent hazards, including training staff. Reports hazards as required through proper channels.

10. Represents the department internally as needed at committee meetings and campus events and externally at related food service organization meetings/events and community events. Communicates with students and other internal and external customers for communication and public relations purposes.

11. Contributes positively and effectively to a total team management effort within Hospitality Services, allowing for many large special events, major projects and peak workload periods.

QUALIFICATIONS

- Requires a culinary degree, or equivalent combination of experience and education, and a minimum of ten years of progressively responsible chef duties in a high volume environment. Preference will be given to candidates with experience at the executive chef level.
- ServSafe Manager 7th Edition certification or equivalent is required, and must be continuously maintained. American Culinary Federation certification is desirable.
- Must possess excellent supervisory skills including the ability to motivate a large and diverse staff to high levels of production and customer service. Must be able to promote a positive working environment in high-pressure situations. Preference will be given to candidates with experience supervising in a union environment.
- Requires the ability to meet deadlines while working in a fiscally responsible manner and within a budget.
- Must be highly skilled in verbal and written communication.
- Must possess comprehensive knowledge of nutrition and special diets including vegetarian/vegan and health related diets
- Must demonstrate the ability to use food service technology routinely and effectively to manage multiple aspects of financial and operational procedures including purchasing, receiving, inventory, recipe, and menu modules. Preference will be given to candidates with experience in CBORD FSS software.
- Must be familiar with a wide variety of cultural and regional cuisines. Must demonstrate comprehensive skills in the menus, presentation and execution of upscale catered events.
- Requires the physical ability to tolerate prolonged standing and walking for extended periods of time, and to bend and lift up to fifty pounds
- Must present a professional image and be able to work collegially and effectively within a diverse community of students, employees, faculty, staff and others
- Must possess a high degree of integrity, ethics and dedication to the mission of the College

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to frazierr@oxy.edu and resumes@oxy.edu.

Satisfactory completion of a background check is required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.