KOHANAIKI

JOB DESCRIPTION

Love the land, the ocean and the people of Kohanaiki.
"E mālama I ko uka, ko kai, a me ko Kohanaiki no ka pono I kākou".

Position Title: **Executive Chef**

Reports to: **Vice President of Operations**

Job Summary: The Executive Chef is responsible for planning and directing food preparation and culinary activities, modifying menus or create new ones that meet quality standards, estimating food requirements and food/labor costs budgeting, forecasting and scheduling in accords to business levels.

Job Responsibilities and Standards:

The following description of job responsibilities and standards are intended to reflect the essential functions of the position. This outline does not detail every aspect of the position and there may be other responsibilities and duties as assigned.

Job Specifics:

- Plan and direct food preparation and culinary activities
- Modify menus or create new ones that meet quality standards
- Estimate food requirements and food/labor costs
- Budgeting, forecasting and scheduling in accordance to business levels
- Supervise kitchen staff
- Arrange for equipment purchases and repairs
- Recruit and manage kitchen staff
- Rectify arising problems or complaints
- Give prepared plates the "final touch"
- Perform administrative duties
- Comply with nutrition and sanitation regulations and safety standards
- Keep time and payroll records
- Maintain a positive and professional approach with coworkers and customers

Qualifications:

- BS degree in Culinary science or related certificate
- Proven working experience as a head chef
- Excellent record of kitchen management

- Ability to spot and resolve problems efficiently
- Capable of delegating multiple tasks
- Communication and leadership skills
- Keep up with cooking trends and best practices
- Working knowledge of various computer software programs (MS Office, restaurant management software, POS)

Customer Service Responsibility:

- Ensures that the club's customer service standards are maintained at an exceptional level.
- Presents self in a professional manner including appearance, identification, and general communication and conduct at all times.
- Makes a positive contribution to the work environment through presentation of positive attitude, demonstration of cooperation and teamwork, and constructive approach to daily events.
- Listens effectively, responds to guests' requests in a friendly "can do" manner.

Dependability:

- Attendance: Adheres to established schedule of work hours. Follows established procedures for early notification to supervisor when unable to report to work. Call a manager 30 minutes before shift starts to avoid an improper call in.
- Punctuality: Arrives to work at scheduled times and works until authorized to leave.
- Attends all mandatory education/in-service programs and demonstrates understanding of responsibilities through appropriate actions.
- Demonstrates effective communication by utilizing positive verbal and non-verbal skills in all interactions.
- Must be able to work a flexible schedule and extra hours when needed.

Safety:

- Demonstrates adherence to the club's safe practice procedures and makes recommendations to improve safety. Reports any unsafe work practice to supervisor.
- Consistently utilizes proper body mechanics in performance of responsibilities, as evidenced by supervisor's observation and no injury to self or others due to improper work habits.
- Follows proper reporting procedures when injured at work. Is aware of the location of material safety data sheets and refers to them when necessary.

Other Duties:

- Special projects as assigned by management.