



Position Title:	Executive Chef		
Reports To:	Director, International Hospitality Center		
Department:	Hospitality Management	Job Code:	0147-00E
Prepared By/Date:	John Richards/9-8-2010	Job Group:	PEC
Approved By/Date:	John Richards/10-07-2010	Salary Grade:	16
Revised:	Martha Arrieta/10-08-2010	FLSA Status:	Exempt

Summary:

The Executive Chef is responsible for managing the Restaurant, Cafe and Catering foodservice operation for a new world class culinary arts facility and under the guidance of the International Hospitality Center Director oversees all menu development, production, catering, personnel, inventory and financial aspects of the food operation by creating an atmosphere where training and mentoring is provided to personnel. The Executive Chef is also responsible for the execution of a progressive internship experience for MDC students.

Essential Duties and Responsibilities:

- Demonstrates the highest degree of professionalism, leadership, respect and guidance
- Under the direction of the Director for the International Hospitality Center assumes day-to-day responsibility for food operations for the Restaurant, Café, Catering and Food and Beverage TV studio including preparation, presentation and budgeting
- Responsible for maintaining sanitation standards in compliance with regulatory agencies
- Supervises and trains culinary staff
- Provides leadership in recipe writing and seasonal menu development.
- Utilizes and maintains a computerized food program (MICROS)
- Monitors budgeted food and labor costs and accurate weekly inventory
- Conducts daily meetings with culinary staff
- Provides appropriate progressive discipline
- Assists and leads in executing departmental goals and objectives, in an independent and energetic manner
- Observes religious, physical, and preferential dietary restrictions as required.
- Assures compliance with The United Faculty of Miami Dade College (UFMDC)
- Complies with State of Florida safety and sanitation guidelines
- Works to meet the mission and core values of Miami Dade College with enthusiasm and a spirit of cooperation
- Represents MDC to students, faculty, staff, and guests in a positive and professional manner
- Provides appropriate progressive discipline
- Carries out all duties and responsibilities in accordance with MDC standards
- Supports the needs of a diverse work environment
- Participates in departmental and College affairs and serves on committees
- Participates in curriculum development and revision
- Participates in grant writing and acquisition of external funding for the School of Culinary Arts
- Submits all reporting forms per school requirements
- Maintains safety and sanitation of the Restaurant, Café and Catering locations, classroom, equipment and students within their area of instruction
- Maintains all budgetary requirements within area of responsibility
- Participates in lab and classroom teaching environment
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Demonstrate significant progressively-responsible culinary-industry experience as a working

chef

- Possess excellent communication skills and ability to communicate effectively with staff and students with a wide range of skills
- Possess excellent interpersonal skills
- Ability to function well in a technological environment and willing to use technological tools in instruction
- Ability to work well with students, faculty, staff and the community
- Ability to work in a multi-ethnic/multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in-field accompanied by a portfolio reflecting seven (7) years of experience in the Culinary field or Associate’s degree and eleven (11) years of experience in the Culinary field
- Three (3) years’ work experience as Executive Chef in professional food service environment
- Five (5) years’ of supervising a minimum five (5) kitchen staff members.
- American Culinary Federation Certified Executive Chef (CEC) must be obtained within six (6) months of hire
- ServSafe certification must be obtained within two (2) months of hire
- Ability to work a flexible schedule that will require evening and weekend assignments

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name