

**Job Description\***

**Job Title** Executive Chef

**Department** Food and Beverage

**Reports To** Direct of Support Services/ F&B Director

**FLSA Status** Exempt

**JOB SUMMARY**

Coordinates activates of the kitchen to effect operational efficiency and economy. Prepares breakfast, lunch and dinner entrees and food items for the buffet

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Trains employees on proper portion control techniques to insure product cost budgets are achieved.
2. Manages schedule to insure labor cost budgets are achieved.
3. Directs kitchen staff on techniques, equipment, recipes, preparation methods and presentation.
4. Reviews activity, operating, and sales reports to determine and recommend changes in programs or operations required.
5. Analyzes the Kitchen budget requests to identify areas in which reductions can be made, and allocates operating budget. Responsible for labor controls and menu costing.
6. Plans menus by taking advantage of foods in season and local availability.
7. Prepares and cooks foods in quantities according to menu and number of persons to be served or events planned.
8. Develops food lists and ensures that sufficient items are ordered weekly. Conducts inventory; eliminates or adds items to list.
9. Orders supplies and keeps records and accounts. Processes invoices.
10. Inspects food service facilities to ensure that equipment and buildings meet requirements of state and local health laws and internal regulations.
11. Inspects establishment and observes workers and patrons to ensure compliance with OSHA standards and regulations.
12. Inspects and tastes prepared foods to maintain quality standards and sanitation regulations.
13. Directs and coordinates promotion of products and services performed to develop new markets, increase share of market, and obtain competitive position in industry.
14. Promotes organization at industry and trade associations.
15. Performs other Casino supervisory duties as assigned by the General Manager.
16. Directly supervises employees in the Kitchen
17. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
18. Interviewing, hiring, and training employees
19. Planning, assigning, and directing work
20. Appraising performance; rewarding and disciplining employees
21. Addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS**

1. High School Diploma or G.E.D. equivalent
2. Eight years directly related experience
3. Culinary Arts education is preferred
4. Class II gaming license issued from the Port Gamble S’Klallam Gaming Commission
5. Class 12 Alcohol Server Permit
6. State of Washington Food Handler's Card.
7. **All exempt and supervisory personnel will also be held accountable in these critical areas as appropriate:**
8. Interpersonal Skills: Builds positive work relationships. Displays organizational savvy by understanding the agenda and perspective of others. Influences others through collaboration. Manages disagreements by bringing issues into the open in an attempt to resolve. Values diversity and shows appreciation for each person, regardless of the individual’s background (i.e. race, gender, age, disability, etc.).
9. Leadership: Provides direction, sets clear priorities, and clarifies responsibilities. Responds timely and appropriately to employee relations and other difficult issues. Coaches and develops staff by giving timely feedback, challenging assignments, and developmental opportunities.
10. Organizational/Job Knowledge: Possesses current knowledge to successfully perform the job; may be regarded as an expert in the technical/function area. Uses other resources when appropriate. Knows the business and understands the relevant issues to the organization.
11. Organizational Strategy: Manages to profitability and makes decisions that enhance the organization’s financial status. Defines the standards and emphasizes the need to deliver quality services and products. Anticipates and takes action to meet customer needs. Searches for ways to increase customer satisfaction.
12. Foster Teamwork: Builds strong teams committed to organizational goals. Creates an environment conducive to teamwork. Encourages collaboration among team members. Uses the team to address relevant issues. Supports casino programs (training, marketing, employee recognition, etc.).
13. Communication: Communicates important information with others as appropriate. Speaks clearly, fosters open communication, listens to others, and prepares effective written communication.
14. Self-management Skills: Acts with integrity by building trust, showing consistency in behavior, values, and ethics, and following through on commitments. Demonstrates adaptability through confidence. Ability to adjust to multiple demands and priorities. Uses sound judgment.
15. Administrative Skills: Establishes plans, hires the right people, and develops systems and processes. Delegates to and empowers others, removes obstacles, coordinates work efforts, and monitors progress. Works efficiently by managing multiple demands and time. Meets deadlines (evaluations, programs, projects, requests, etc.). Uses time productively.
16. Community Involvement: Supports the casino’s efforts to integrate the business into the community by attending sponsored gatherings and functions as a representative of the casino (United Way, Chamber of Commerce, round tables, festivals, charitable events, networking within profession, etc.).

**PHYSICAL REQUIREMENTS**

1. Frequently exerting up to fifty pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 50 pounds of force.
3. Frequently involves standing for sustained periods of time.
4. Occasionally requires crouching.
5. Often requires walking or moving about to accomplish tasks.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating. There is smoking permitted inside the casino facility.

**TRAVEL REQUIREMENTS**

May be required for some positions

**ACKNOWLEDGEMENT STATEMENT**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol free work environment.*