



13767W County Road B  
Hayward, WI 54843

## Job Description

Job Title: Executive Chef  
Department: Food & Beverage  
Reports to: Food & Beverage Manager  
Grade: E4  
Position Total: 1

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**Basic Purpose or Function:** Duties involve developing recipes and menus for all food operations, introducing new food products, meeting culinary goals and kitchen quality standards, overseeing food production, and motivating and leading kitchen staff. The individual in this position is responsible for cultivating a positive environment in the kitchen. The Executive Chef must ensure the kitchen is compliant with the regulatory requirements for food handling, sanitation and safety.

### Job Duties:

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- Must be skilled in leadership, organization and the ability to work quickly and efficiently in high stress situations.
- Able to maintain a positive environment in the kitchen
- Create recipes and menus for all food service outlets that include high quality culinary options with well styled presentation.
- Must be able to maintain a safe and hazard free environment for the safety of all staff and vendors.
- Responsible for maintaining all kitchen equipment.
- Responsible for purchasing and ordering food products from multiple purveyors.
- Possess and maintain full knowledge of ordering of software provided by purveyors.
- Implement and maintain strict inventory controls to prevent theft and unnecessary loss.
- Contribute to the department's annual operating and capital budget as requested.
- Provide education, training, and mentoring of back of house supervisors and staff.
- Monitor hygiene and sanitation within kitchen and food-prep environments.
- Support all catering needs for on-site and off-site events.
- Increase sales through the quality of food
- Creates, maintains and distributes schedules for BOH staff
- Other duties as assigned.

### Job Qualifications:

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- Bachelor's Degree or equivalent culinary degree and eight to ten years of experience in the food industry.
- Knowledge of the various processes for food control and food handling.
- Must possess or be able to obtain a Wisconsin Liquor License
- Must have working knowledge of federal, state and local laws and regulations pertinent to restaurant operations.
- Must have excellent communication and organizational skills.

**Position Requirements:**

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- Requires 5 to 7 years' experience in food operations with a 4 year degree preferred in related field, or an equivalent amount of work experience and education.
- Knowledge of applicable safety, sanitation, food handling, and health laws, rules, regulations, standards, and procedures essential.
- Must be able to perform a broad variety of tasks and meet deadlines requiring an irregular work schedule to include nights, weekends, and holidays.
- Perform assigned duties under frequent time pressure and in an interruptive environment.
- Must be computer-literate with specific proficiency in Microsoft and Micros applications.
- Must be able to obtain and maintain a Gaming License.
- Serv-Safe Certification and Alcohol Awareness Certification preferred.
- Ability to communicate effectively orally and in writing is required.
- Ability to work independently and establish priorities is required.
- Attention to detail and accuracy is required.
- Ability to establish professional and harmonious working relationships on all projects and with all parties involved.
- Flexible schedule (including nights, weekends and holidays)

Native American preference applies to all candidates who apply.

<b>CEO Approval</b>	<b>Date</b>
<b>HR Approval</b>	<b>Date</b>