



## JOB DESCRIPTION: EXECUTIVE CHEF

### JOB SUMMARY

Manage all aspects of the culinary operations at Mount Rainier National Park to maintain a consistently high standard of cleanliness and food excellence. Provide up to 1,200 covers per day over three daily meals between Paradise Inn and National Park Inn, and hundreds of daily meals at Sunrise Lodge and Jackson Visitor Center. Ensure that all foods for Dining Rooms, Employee Dining Rooms, Café, and quick service outlets are nutritious, safe, wholesome, eye appealing, delicious, and meet recipe and food cost specifications. Supervise chefs, cooks, and utility staff to ensure tasks are completed in safe and efficient manner. This position is based at Paradise Inn during the summer season, National Park Inn during the winter season.

### ESSENTIAL FUNCTIONS

- Monitor, problem solve, and direct workers to ensure efficient and safe completion of all culinary tasks daily
- Train and on-board new staff on safety and procedures including recipes and plate presentation
- Sample, smell, and observe food to ensure conformance to recipes and taste and appearance standards
- Communicate regularly and professionally with numerous people including general manager, food & beverage manager, dining room staff, warehouse manager, and laundry staff to ensure efficient operation of food operations
- Ensure that each food operation adheres to food safety guidelines including ServSafe and HACCP
- Attend and participate in management and safety meetings; conduct regular department meetings
- Under guidance of each property's General Manager, participate in and give working direction for pre and post season setup / teardown
- Manage staff appropriately to enforce standards and minimize personnel conflicts
- Ensure department records such as schedules, payroll, food safety logs, inspection logs, and receiving invoices are completed accurately and timely
- Performs such other related duties as directed or required

### SKILL AND KNOWLEDGE REQUIREMENTS INCLUDE

- High School Diploma/G.E.D. equivalent required; Culinary school diploma strongly preferred
- Five years culinary experience in full-service restaurant required; national park experience strongly preferred
- Moderate computer knowledge and ability including Microsoft Windows, Outlook, Word, Excel, POS system
- Possess strong knowledge of culinary terms and practices; able to prepare items "from scratch" and create recipes
- Strong supervision and management skills required, including the ability to guide and develop others

### PHYSICAL AND MENTAL REQUIREMENTS

- Move about to accomplish tasks, particularly frequent movements from place to place within the unit. Bend, lift, carry, reach/extend arms and hands above shoulder height frequently; move in a constantly changing environment
- Lift, carry, and push up to 10 lbs. regularly, 15-20 lbs. frequently, and up to 30 lbs. occasionally
- Able to stand for extended periods
- Climb steps regularly
- Speech recognition and clarity, including the ability to understand the speech of co-workers and the ability to speak clearly to be understood by same in English
- Physical presence at the job site is essential to perform job duties

### EQUIPMENT USED

- Typical professional kitchen equipment (knife, range, oven, mixer, etc.)
- Typical office equipment (computer, phone system, fax, copier, scanner, among others.)
- **Required Personal Protective Equipment (PPE) used:** gloves, goggles, cut glove, steel mesh glove, mitts

### JOB DATA

• **DATE LAST MODIFIED:** 03/27/2017

• **PEOPLESOFT JOB CODE:** M

• **REPORTS TO:** Operations Manager

• **EXEMPT:**  **NON-EXEMPT:**

**Note:** *Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.*