



**Job title:** Executive Chef  
**Department:** Kitchen  
**Grade:** 17

**FLSA status:** Exempt  
**Reports to:** Director of Guest Services

**The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.**

**Position Summary:** Directs the culinary operations of Sandy Cove's high volume kitchen. Works in conjunction with the Dining Room Manager to ensure guests receive excellent food and service with a guest satisfaction rating of 3.6 or higher on a four point scale.

**General Purpose:** To lead the kitchen staff in producing and serving meals in a way that advances Sandy Cove's mission of helping people connect with God & each other.

**Role Qualifications:**

- A personal relationship with Jesus Christ
- Must contain an excitement for the mission at Sandy Cove Ministries
- Bachelor's degree or equivalent at a college, university, or culinary institute
- 5-7 years' experience in food service leadership.
- Certified in sanitation and proper food handling (e.g. ServSafe)

**Essential Job Functions/Responsibilities:**

- Plans menus for all Sandy Cove events and groups
- Schedules and coordinates the work of cooks, pantry, and utility personnel to assure that food preparation is economical and technically correct and within budgeted labor cost goals.
- Approves the requisition of products and other necessary food supplies
- Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times
- Establishes controls to minimize food and supply waste
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles
- Develops standard recipes and techniques for food preparation and presentation which help to assure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing retail meal pricing
- Prepares necessary data for applicable parts of the budget; projects annual food, labor and other costs and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met
- Meets weekly with the Director of Guest Services
- Consults with the Director of Guest Services about food production aspects of special events being planned
- Cooks or directly supervises the cooking of items that require skillful preparation

- Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability
- Evaluates food products to assure that quality standards are consistently attained
- Interacts with Dining Room Manager and supervisors to assure that food production consistently exceeds the expectations of guests
- In conjunction with the Dining Room Manager, assists in maintaining a high level of service principles in accordance with established standards
- Evaluates products to assure that quality, price and related goods are consistently met
- Develops policies and procedures to enhance and measure quality; continually updates written policies and procedures to reflect state-of-the-art techniques, equipment and terminology
- Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment
- Provides training and professional development opportunities for all kitchen staff
- Attends or sends representative to Weekly Schedule meetings
- Periodically visits dining area when it is open to welcome guests
- Support safe work habits and a safe working environment at all times
- Direct quarterly inventory of food and supplies
- Perform other duties as directed

#### **Supervisory Responsibilities**

- Provide spiritual leadership to all department team members
- Interview, select, train, supervise, counsel and discipline all kitchen team members
- Provide, develop, train, and maintain a professional work force
- Ensure a safe working environment and attitude on the part of all employees in their areas of responsibility

#### **Essential Skills and Experience**

- Proven strong inter-personal and leadership skills with the ability to interact positively with all co-workers and guests
- Ability to make independent decisions, problem solve, accept critique, and adapt to sudden changes in guest counts and/or needs
- Ability to work under pressure and produce accurate results
- Strong working knowledge of special dietary requirements such the types of vegetarians, gluten/grain free diets, low sodium diets, etc.
- Excellent computer skills in Microsoft Office suite, online ordering systems, and the ability to learn quickly Sandy Cove's Property Management software
- Ability to prepare delicious food

#### **Nonessential skills and experience:**

- Experience working in Christian camps or conference centers

**Reporting to this position:** Sous Chef(s), Prep Cooks, Pantry Attendants, Utility Staff

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, talk, see or hear. The employee must occasionally lift and/or move up to 50 pounds and handle hot/cold and sharp items
- *Work environment:* The noise level in the work environment ranges from minimal to very loud. Room temperature can fluctuate dramatically and floors can become slippery.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Created: 1-10-14**  
**Revised:**