

Executive Chef's Roles and Responsibilities

- An executive chef is the commander of the kitchen; he coordinates the kitchen staff and manages the preparation of meals.
- An executive chef's duties include menu planning and management responsibilities. An executive chef plans menus, creates daily and weekly specials, creates special menu for functions, and determines portions sizes. Before and during meals, an executive chef oversees prep work and ensures that all meals leaving the kitchen are consistent in presentation and quality.
- An executive chef must be active cost controlling and maintain of food cost.
- The executive chef will train and manage kitchen personnel and supervise/coordinate all related culinary activities.
- Executive Chef will monitor and review IDP's of subordinates to ensure proper training of the staff is taking a place.

Executive Chef's **Daily** Roles and Responsibilities

- ❑ To ensure the implementation of a correct “food production schedule” for each department and for each crew to maximize effectiveness and efficiency of employees’ working schedule.
- ❑ Plans the menu for the day
- ❑ Estimate food consumption and requisition or purchase food
- ❑ Ensure that each department/section place an order for next day consumption based on their par stock levels.
- ❑ Ensure proper receiving, storage, and rotation of products to comply with the standards.
- ❑ Minimize waste and maximize thorough usage of food through careful ordering, proper and well-organized storage, use of proven recipes, and creative use of leftover food. (Review “waste/spoilage log”)
- ❑ Manages the kitchen and ensures compliance with all standards of best practices
- ❑ Ensure that safety standards and sanitary requirements are met each and every day.
- ❑ Oversee catering events and may also offer culinary instruction and/or demonstrate culinary techniques.
- ❑ Review Daily Flash Report and actively involved food and Labor cost controlling.
- ❑ Review “Sensitive Inventory Item” sheet daily and take proper action for variance.
- ❑ Ensure proper equipment operation/maintenance

Executive Chef's **Weekly** Roles and Responsibilities

- Weekly Roles and Responsibilities
 - Attend BEO meeting to ensure all functions will be executed accurately.
 - Review employees' working schedule based on operation needed.
 - To ensure that manning levels are correct and these are not exceeded without permission.
 - Review invoices from purveyors for accuracy
 - Ensure that ordering practices remain within budget.
 - To hold weekly meeting with Sous-Chefs and Chefs to ensure smooth running of all kitchen department.
 - Establish portion sizes, test new recipes and file recipes for all new menu items in the recipe books.
 - Review "Current Inventory Report" with Warehouse manager and Sous-Chef and make a plan to use any excessive inventory items.
 - To attend Management Meetings as required.

Executive Chef's **Monthly** Roles and Responsibilities

- Monthly (Key elements for success)
 - Ensure end of the inventory is accurate and completed.
 - Review “Financial Statement” of the month and be aware of current financial status of the operations for all factors.
 - Review “Cost of Goods Sold Percentage” for the month and develop a plan to manage the food cost if COGS percentage is exceed the budget.
 - Reconciliation of all invoices, and Government Purchase Credit Card (IMPACT Card)
 - To hold regular performance appraisals with all senior staff, identifying areas for development and training needs and ensuring that this training is effected.
 - Analyze “What’s Hot, What’s Not” report from POS system and develop an action plan to ensure maximize “Customer Satisfaction” as well as financial result of the operation.
 - Review “Par Stock Level” for each item and each department based on current operational situation.

Executive Chef's **Yearly** Roles and Responsibilities

- Yearly (Key elements for success)
 - To prepare and submit on the required annual budgetary information and updates as required.
 - Review and update any information related to food service annually and as needed
 - To be fully aware of trends in the industry and make suggestions for improvement of the catering operation.
 - Review Menu pricing at a minimum of one time a year.
 - Menu re-engineering at a minimum of one time a year through review of scatter data and trends.
 - Monitor and review IDP's of subordinates to ensure proper training of the staff is taking place.

INSPECTING WHAT YOU EXPECT!

Thus inspecting what we expect is **painful both for ourselves and for our team members. But the pain that we go through is where the success comes from. People don't do what you expect, they do what you inspect.**

But it is at this moment that you realize *at that point the struggle will be the source of great victory.*

