

## **CLAY COUNTY FAIR ASSOCIATION, INC. – JOB DESCRIPTION**

### **Blue Ribbon Catering Executive Chef/Kitchen Manager (Full-time, exempt)**

**Reports to:** CEO/Manager

#### **Job Summary**

A working chef directly responsible for all Blue Ribbon Catering functions including food purchasing and preparation, maintenance of quality standards, sanitation and cleanliness, and coordination and training of employees in food preparation and foodservice.

#### **Essential Functions**

- Plan, perform, direct, and oversee all food preparation and food preparation training to ensure guest expectations of quality and food service are met or exceeded.
- Create, establish, and plan menus for the entire operation.
- Determine, establish, and implement policies, procedures, and training to control food costs and to ensure sanitation standards meet or exceed all local, state, and/or federal guidelines.
- Order and assure timely delivery of all food and beverage needs of the operation, maximizing product availability and minimizing product waste.
- Schedule and assign duties to the foodservice staff; determine staffing requirements, and interview, hire, and train new staff; supervise foodservice staff.
- During peak activity times, work extra daily hours and periods with no days off; required to work all hours (days, nights, weekends and holidays).
- Know industry trends in regards to foodservice and catering operations
- Work environment may include exposure to moving mechanical parts, risk of electrical shock, and wet conditions.
- Ability to load, unload, lift, and move materials and equipment.
- Assist with tasks as assigned by the CEO/Manager.

#### **Qualifications**

- Minimum two years of formal culinary/quantity foodservice management training or commensurate experience; minimum two years of culinary management experience in a similar high volume foodservice operation with similar duties and responsibilities
- Must have all current certifications and licenses required by local, state, and/or federal guidelines for food production management; must have the ability to be ServSafe certified through the National Restaurant Association
- General knowledge of methods, practices, equipment, and machinery used in the daily operation of catering operations
- Experience in supervision of staff
- Good oral and written communication skills; basic computer skills (word processing, email)
- Excellent organizational, interpersonal and negotiation skills
- Experience in customer service
- Positive attitude with ability to be a team player
- Knowledge and appreciation of the Fair & Events Center

The above is intended to generally describe this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. It was made current and a copy provided to the employee on the date below.

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

Date \_\_\_\_\_