

Job Description & Qualifications

Position	Food Services – Banquet Chef
Department	Food Services
Incumbent	Open
Reports To	Culinary Coordinator
Supervisor of	Event Staff
Position Schedule	Varies
Position Status	Per Event
Issue or Revised Date	August 28,2014

Purpose

Provide Chef services for banqueting, reception and special events.

Primary Duties

1. Meet with Culinary Coordinator and clients for prospective events
2. Work with Culinary Coordinator to develop menu & costing for prospective event.
3. Provide shopping list for food & supplies for assigned special event.
4. Provide input on room layout and setup
5. Responsible for planning, preparation and presentation for assigned special event. Direct all kitchen activities during event.
6. Support best practices for food preparation and Health Department safety standards.

Areas of responsibility may include:

1. Plan and cost menus
2. Provide and direct preparation of cooked foods.
3. Provide input for layout/setup of room/venue for events

Knowledge and Experience

1. Demonstrated skills as lead chef for 100+ person banquets
2. Professional culinary training desired
3. Ability to perform daily tasks in a timely & efficient manner with minimal supervision.
4. Ability to work well with others under time deadlines and stress.
5. Excellent customer service skills.