



OWL'S NEST

LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT

JOB DESCRIPTION

TITLE: Banquet Chef

REPORTS TO: Sous Chef and Executive Chef

DEPARTMENT: Food & Beverage (B&E)

FLSA STATUS: Exempt (Salary) FT
Non-Exempt (Hourly) PT

JOB SUMMARY

The Banquet Chef will manage all aspects pertaining to the banquet kitchen in servicing all events at the resort property including golf tournaments, weddings, rehearsal dinners, private dining events and social events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, oversee and assist in day-to-day culinary operations of the banquet kitchen as it pertains to banquets.
- Assigns (in detail) preparation and specific duties lists to auxiliary banquet kitchen staff for efficient execution of upcoming events.
- Select, order, and inspect and use only the highest standard food product in preparation of all menu items as per Banquet Event Order (BEO).
- Oversee and aid in production and execution of menu items.
- Monitor the receipt, storage, and rotation of food product (as to comply with health department regulations), including coverage, labeling, dating and placing items in proper containers for kitchen service.
- Supervise, aid, and inspect daily cleaning procedures of kitchen, walk-in and freezers.
- Aid in the training and supervising the kitchen staff.
- Evaluate perform and give guidance and discipline as necessary.
- Maintain food and labor costs as budgeted.
- Maintain effective communications with Sous Chef and Executive Chef concerning food production.
- Maintain consistent communication with banquet cooks: function times, preparations, breaks and necessary progress in production.
- Communicate directly and often with the Banquet Managers and Event Coordinators.
- Facilitate the professionalism of our banquet team by adhering to proper language, uniforms, hygiene, and employee relations.

- Continue self-education of hospitality industry using available tools such as internet, industry magazines, books, and organization.
- Leads the Banquet Kitchen Team in food preparation and presentation during all events.
- Works in conjunction with full-service kitchen and *a la carte* kitchen staff.

KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma, GED or equivalent/ Culinary certification or degree preferred.
- Minimum two years supervisory experience as Banquet Chef.
- Must be able to speak, read, write and understand the primary language(s) used in the workplace. Understand and execute good communication skills, both written and verbal.
- Thorough working knowledge of hot and cold food preparation and presentation.
- Basic mathematical skills to understand recipes, measurements, order and requisition amounts and portion sizes.
- Possess basic computer skills and computation abilities knowledge of accounting programs and budgetary analysis capabilities a plus.
- Knowledge about food safety and handling in accordance with federal and state regulations, codes, and laws

LICENSURE / CERTIFICATION REQUIREMENTS

- ServeSafe Certification (or within 30 days of hire).
- Participation in ongoing training and education.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Flexible schedule including days, evenings, nights (at times past midnight), weekends and some holidays.
- Ability to visualize, smell and taste food for quality assurance.
- Ability to work and handle stress arising from demands in production.
- Demonstrate ability to stand and exert well-paced mobility for up to eight (8) hours in length in limited space.
- Ability to physically handle knives, pots, mirrors and other display items as well as grasp, lift and carry same from shelves and otherwise transport up to 50 lbs. to every area of the kitchen.
- Perform cutting skills on work surfaces topped with cutting boards (3-4 feet in height).
- Proper usage and handling of all kitchen machinery.
- Must be able to lift to 50 lbs. on a regular and continuous basis. Push and pull carts up to 250 lbs. To bend, stoop, squat and stretch to fulfill duties and tasks.
- Tolerate, at times, extreme temperatures like freezers (-10F) and kitchens (+100F) possibly for one or more hours.
- Talk and hear effectively during times of added noise and stress.

I understand that the job description is not a comprehensive list of my job duties and it is up to me, along with the Executive Chef's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest Resort; it is my responsibility to notify the Executive Chef so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date