

Head Chef Job Description

Shully's Cuisine and Events is looking for a kitchen leader to oversee and lead our culinary team for all off-premise and on-premise catered events. The Head Chef reflects the purpose, values, respect and direction of Shully's Cuisine and Events, while keeping our staff working towards a common goal of providing the best possible food and service in a catered setting.

Shully's is looking for a candidate with exceptional communication skills, impeccable organizational skills, attention to detail, and most importantly a person who is passionate about delicious cuisine.

Job Duties and Responsibilities

- Motivate, inspire, and lead by example. Instill and cultivate a positive and collaborative work environment, while being able to give constructive feedback on employee performance.
- The creation and oversight of our daily food production schedule.
- Ability to manage multiple events on a given day / week and create accurate production lists keeping in mind the scope of all events for the week and moving forward.
- Oversee that all kitchen prep staff understand our recipes, techniques, and quantities for specific dishes while adhering to Serv-Safe handling procedures.
- Ability to translate menus to specific measurements, weights, or quantities so kitchen prep staff has clear numbers for their production shifts.
- Ability to review menus and break down menus into a sequential process that makes sense for catering operations.
- Ability to provide food costing for menus and events.
- Oversee that work stations and kitchen are kept clean and organized during the prep time and at completion of a shift. Kitchen must always be kept spotless, free of clutter and ready for the next person to work at that station. The same goes for catering at off-premise locations.
- Oversee the daily recording of all refrigeration/freezer temperatures and record these temperatures in our record book, first chef in & last chef out to record.
- Date and inventory all food deliveries. Use product on a first in first out method. When raw fish, meat, or poultry are delivered to Shully's temperature must be taken on those items for food safety purposes. If temperatures are found to be unacceptable those items must be returned and immediately notify the salesperson/vendor to replace those items immediately
- Ensure all products received are high quality. Work with vendors to return inferior and unusable products.
- Attend all Tuesday morning solutions meetings with key employees to discuss previous events, upcoming events, and other general housekeeping items.
- Conduct monthly culinary meetings with all culinary personnel to discuss; kitchen issues, equipment issues, new food items, improve efficiencies, allow staff to bring their ideas forward in a positive team building manner
- To meet bi-weekly with ownership and General Manager to discuss kitchen operations. Define Strengths, Weaknesses, Opportunities, Threats.
- To have a complete prep schedule for second shift prep staff. All prep to be detailed and self-explanatory as to expectations for the second shift and the food quality executed.

- Be expected to work on-site and off-site events when necessary.
- To be the lead or assistant on occasion for scheduled food tastings at Shully's.
- Possess the confidence to share ideas that you feel would be a positive addition to the Shully repertoire of food or service ideas you've experienced in the past – food, beverage etc.
- To suggest change if you see waste, unsafe kitchen practices, unsanitary food prep or food storage, cost saving measures that benefit both you and the company
- Oversee and prepare a monthly inventory.
- To work closely with the purchasing manager for any and all fresh or frozen foods, dry goods, baking supplies, equipment needs, etc.

Benefits Include

- **Paid Time Off**
- **401K with Employer Matching**
- **Health Insurance with Employer Coverage**
- **Holiday Pay**
- **Daily Staff Meal**



Shully's

CUISINE & EVENTS