

## CHEF DE CUISINE

*Full time – Salary*

The Chef de Cuisine will oversee and manage the overall production, quality control, and operations in the kitchen. Responsibilities include organizing and directing the processes necessary to provide a clean, professional, high quality, and high-volume catering kitchen for Chowgirls and for hunger relief through Kitchen Coalition. This position balances food production, kitchen management, and administrative work.

The Chef de Cuisine reports to the **Executive Chef**.

### FINANCIAL MANAGEMENT

- Maintain Chowgirls sustainability standards through purchasing and sourcing ingredients that reflect Chowgirls vision and values.
- Order appropriate products based on events and needs.
- Assist with inventory quarterly.
- Use tools in Total Party Planner to assist with production and ordering.
- Research, purchase, and oversee maintenance of kitchen equipment.

### FOOD HANDLING/PRODUCTION

- Present food in creative ways that meet or exceed Chowgirls standards.
- Maintain current Serv Safe Certificate
- Ensure MN health department food safety standards in all stages of prep, storage, and transport.
- Work as a team with Owners to create and sustain the taste and quality of Chowgirls menu.
- Assist with scalability for quality mass production during recipe development.
- Maintain Chowgirls sustainability standards
- Ensure all recipes are followed to ensure a consistent product.
- Maintain walk-in, coolers, freezers, and dry storage cleanliness and organization
- Maintain general systems of organization for kitchen, food, and equipment.
- Work with operations and bar managers to order other supplies.

### KITCHEN COALITION

- Oversee all kitchen planning, production and ordering for KC.
- Manage all culinary processes of MCK and ensure fulfillment of KC production and tracking.

## **STAFF MANAGEMENT**

- Manage kitchen staff, assist and execute, in hiring, training and documenting disciplinary actions.
- Schedule staff to fulfill all kitchen shifts
- Oversee staff's execution of all food production.
- Maintain Chowgirls standard of service.
- Delegate production of items to kitchen staff in a standard organized manner.

## **COMMUNICATION**

- Present a professional positive attitude among coworkers, vendors, and clients.
- Foster relationships with food vendors in conjunction with owners.
- Attend all required meetings.
- Communicate all necessary information to kitchen staff.
- Be available to answer client and co-worker questions.
- React to change and adversity positively and proactively.

## **INTERNAL ORGANIZATION**

- Maintain a general system of organization for kitchen staff, food, and equipment.
- Ensure consistency in recipe documentation.
- Maintain a working knowledge of email communication, MS Word, Excel and the ability to learn Total Party Planner.

## **COMMUNICATION**

- Proactively communicate work and personal schedule through Slack
- Attend and actively participate in all required company meetings
- Respond to internal and external communications within 12 hours
- Present a professional positive attitude among coworkers, vendors, and clients
- Facilitate information flows throughout workplace
- Maintain availability for communication by phone, Slack, and email

## **HUMAN RESOURCES**

- Maintain employee privacy at all times.
- Be aware of MN employment laws.
- Keep all Chowgirls information confidential, including internal documents, policies, procedures, recipes, and customer/venue/vendor information.
- Maintain general knowledge of Chowgirls handbook, history, values, and vision.
- Always promote Chowgirls in a positive light at the office, on social media, and in the community.

## CULTURE

- Participate in Chowgirls training programs
- Cultivate general knowledge of Chowgirls handbook, history, values, and vision
- Guide peers and Chowgirls forward by sharing identified strengths or skill areas of specialization
- Commit to professional development, building a broad portfolio of skills and increasing mastery of current skills
- Uphold Chowgirls' commitment to Diversity, Equity and Inclusion

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*Employee Signature*

*Date*

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*Manager Signature*

*Date*