

Job Description

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| Job Title: | Executive Chef |
| Department: | Food Services |
| Reports To: | Director |
| Jobs Reporting: | Chef, Head Baker, Apprentice Cook |
| Salary Grade: | USG 11 |
| Effective Date: | October 2014 |

Primary Purpose

Provide professional culinary expertise, vision and leadership for areas including food quality, culinary creativity, menu development, nutrition and dietary needs, food presentation, and department sustainability while supporting the strategic direction of the department. Responsible for the development and implementation of related initiatives while remaining current with the latest trends and best practices in the culinary field.

Key Accountabilities

Represent the department as the culinary expert

- Establish strategic culinary direction for the department and oversee the implementation of both short and long term plans to improve and enhance Food Services, ensuring a high level of customer satisfaction.
- Active participation and leadership in departmental and other related committees. Includes: UWFS Leadership Team, Menu and Product Committees, Food Advisory Board.
- Establish and govern consistent standards and guidelines for all locations in areas such as: food preparation and presentation, food specifications, quality and portion control, recipe development
- Provide guidance on all matters relating to menu and product selections, dietary and nutritional needs and local and sustainability initiatives. Conduct cooking and teaching demonstrations for staff and students to promote new Food Services programs, menus and products..
- Ensure all kitchen areas are maintained in a clean, hygienic and organized state, including managing Steritech standards, sanitation and food safety criteria.
- Develop creative and interactive presentation ideas including but not limited to:
 - Cooking shows/workshops and other interactive events
 - Menu concept design and presentations
 - Conducting taste panels for new recipes and food products
 - Farm Market
 - Orientation Week special events and menus
 - CCUFSA/NACUFS conference presentations
- Develop culinary training programs for food production employees.
- Initiate and lead sustainability initiatives including by not limited to:
 - Composting and waste management in all kitchens
 - Buy local programs, tracking growth
 - Campus gardens and green houses
 - Reduce paper waste
- Responsible for the department's food safety and hygiene standards.
- Assist with the development of mid and long-term strategic planning for the department.

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| <ul style="list-style-type: none">• Align culinary programs and priorities with Department strategy and branding visions. |
| Financial Accountabilities <ul style="list-style-type: none">• Assist in developing the annual operating food cost budget for all assigned units.• Responsible for ongoing food product evaluation, menu engineering and evaluation, and kitchen operating standards.• Forecast, control and manage labour and food costs, production and serving controls, and follow-up with budgets per period, providing cost and gap analysis and recommending corrective action where needed.• Assist in leveraging rebate and product agreements with suppliers to reduce food costs. |
| Effectively manage people resources <ul style="list-style-type: none">• Responsible for the day-to-day performance management and professional development of the UWFS culinary staff including conducting performance evaluations.• Promote and maintain positive working relationships with all stakeholders, fostering collaboration and maintaining high staff morale throughout the culinary team, within the working committees, and throughout the department.• Oversee and continuously improve the culinary apprenticeship program.• Assist with recruitment activities and training within the department.• Assist in coordinating optimal staff levels to ensure maximum service efficiency and effectiveness.• Demonstrate sound judgment, tact and creativity when dealing with any concerns and issues that arise |
| Contribute to the enhancement of a positive customer experience <ul style="list-style-type: none">• In collaboration with the Marketing and Communications Coordinator, develop numerous coordinated and progressive theme events to increase customer participation and engagement.• Create menus and meals that meet or exceed quality standards for all Food Services locations. Develop and implement new healthful menus including specialized menus that positively impact the culinary experience.• Meet and coordinate with students for all student-based activities that involve Food Services.• Support UW Food Services' mission by leading the department in the creation of an exceptional customer experience through the delivery of outstanding food in all service areas. |
| Procurement and food inventory oversight <ul style="list-style-type: none">• Responsible for the analysis of procurement and inventory, the heightening of quality control and the development of key management tools for the unit's growth.• Oversee food purchasing standards by evaluating the supply and delivery chain, building good relationships with suppliers, maintaining programs that best suit the sustainability of the department.• Advise the Director, UW Food Services of product and vendor selection using in-depth knowledge of available commodities and their applications and of food service equipment and how they apply to existing systems. |
| Other duties as assigned <ul style="list-style-type: none">• Participate in the planning, management and execution of all special projects, renovations and new program introductions.• Assume some duties of other chefs in their absence.• May assist in the negotiation of the CUPE Local 793 Collective Agreement. |

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

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| <p>Education</p> <ul style="list-style-type: none">• A university undergraduate degree, Certified Chef de Cuisine (CCC), or equivalent education and experience is required |
| <p>Experience</p> <ul style="list-style-type: none">• Five years of progressive, senior management experience in a culinary environment overseeing multiple large volume production kitchens (restaurants, food chains, hotels, cruise ships or tourism) is required.• Experience organizing and planning within the hospitality industry which include but not limited to budgets, labour costs, food costs, inventory, turnover rate, productivity, developing and maintaining appropriate Key Performance Indicators (KPI's) for multiple units and areas of operations.• Senior level management experience within a unionized environment is preferred including demonstrated experience with coaching, performance management and employee development.• Experience applying strict health and safety standards both with food production and workplace safety. |
| <p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Advanced knowledge of WHMIS and Food Safety, Smart Serve certified.• Proven experience in culinary presentations including the facilitation of cooking classes, culinary demonstrations or on-line food presentations both in front of a camera and live audience environment.• Effective facilitation skills with a well-rounded balance of culinary experience in various multinational cultures to ensure transfer of knowledge.• Demonstrated professional leadership competencies in: autonomy, dynamism, interpersonal, multitasking, initiative, communication and decision-making. Proven ability to work collaboratively across multiple units and in leading cross-disciplinary initiatives including chairing or co-chairing working committees. Strong client service and teamwork skills. |

Nature and Scope

- **Contacts:** Internally communicates with members of the University community to deal with, influence and motivate others. Externally interfaces with, influences, and motivates customers, suppliers, vendors. Liaise with various professional networks.
- **Level of Responsibility:** Manages a distinct group of operations within the department and is responsible for the work within that group of operations and the management of team projects. Also includes the oversight of one or more full kitchen or unit operations on campus.
- **Decision-Making Authority:** Makes frequent, timely, independent, complex and diverse decisions on the basis of general guidelines and directives. Requires flexibility in decision-making, responding to changing priorities and competing demands.
- **Physical and Sensory Demands:** Typical of a Management position within a restaurant setting with extensive hands-on activities and requires moderate exertion of physical effort.
- **Working Environment:** Team environment in an office and/or kitchen based setting and involves frequently visiting UW Food Services units and functions as needed. Required to maintain a flexible schedule to facilitate daily operations and events, which may include work rotation through day, evening and weekends.