

PARAGON CASINO RESORT

Job Description

EXECUTIVE CHEF

Department:	Food & Beverage	Reports to:	Director of Food & Beverage
Job Code:	SCF03	License:	Gaming
Position Code:	SCF006	Costing:	300 3000 3001
Pay Grade:	E12	Date:	11/15/19
EEO-1 Code:	1.2		

SUMMARY:

Responsible for coordinating activities of and directs indoctrination and training of chefs, cooks and other kitchen workers engaged in preparing and cooking foods in hotels or restaurants to ensure an efficient and effective food service and product. The individual must have the knowledge, skill and/or ability to perform such duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develops and manages the budget for the kitchens.
- Responsible for recipe development and costing.
- Reviews and approves, as appropriate, all recommendations and suggestions to hire, transfer, suspend, lay off, recall, promote, discharge, evaluate, reward or discipline all Culinary Associates of Paragon Casino Resort.
- Trains kitchen personnel in safe operating procedures of all equipment, utensil and machinery. Establishes maintenance schedules in conjunction with manufacturer's instructions for all equipment. Provides safety training in lifting, carrying, hazardous material control, chemical control, first aid, CPR, blood borne pathogens and personal protective equipment.
- Trains kitchen personnel to prepare all food while retaining the maximum amount of desirable nutrients, special and dietary request to include low-fat, low-sodium, vegetarian and low-calorie meals.
- Controls food costs and establishes purchasing specifications, storeroom requisitions, product storage, portion control and waste control.
- Maintains excellent kitchen hygiene conditions at all times.
- Held accountable, to the highest degree, for the accuracy and thoroughness of departmental records and reports.
- Maintains current knowledge of all Tribal, State and Federal Health Department regulations and ensures all conditions and standards are met.
- Participates in departmental and venue meeting, facilitating the flow of pertinent information from management to associates.

- Responsible for all physical aspects of kitchen operations. Supervises and directs work of kitchen staff.
- Maintains food quality and standards. Resolves all food quality complaints.
- Assists and advises other departments and company personnel, as necessary to assure the success of the Food & Beverage department and the company overall.
- In the absence of the department Director, the Executive Chef may be responsible for the supervision of the entire management team for Food & Beverage.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision and performance of Chefs, Sous Chefs, Chef D’Cuisine, Pastry Chef, and all other cooks and kitchen workers.

REQUISITE QUALIFICATIONS:

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required. Seven to ten years experience as a pastry chef, chef d’ cuisine, sous chef with a 4 year degree in a related field or equivalent work experience. Must have a 2-4 year degree from a culinary institute.

Qualifications: Strong interpersonal and communication skills required. Must be a computer literate. Knowledge of Alcohol Beverage Control regulations, Health Departments and applicable OSHA requirements. Ability to perform assigned duties under frequent time pressures in an interruptive office. Broad variety of tasks and deadlines requires an irregular work schedule.

Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read, analyze, and interpret the most complex documents, such as technical journals, financials reports and legal documents. Ability to respond to common inquiries or complaints from guests, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or Boards of Directors.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and work with mathematical concepts such as probability and statistical inference.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools, or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Associate is frequently required to lift and/or move up to twenty- five (25) pounds and occasionally required to lift and/or move up to fifty (50) pounds and infrequently lift and./or move up to one hundred (100) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Associate is regularly exposed to the risk of radiation, danger or electrical shock (from computers).

The noise level in the work environment is usually moderate to loud. The casino environment is usually smoky.