

PARAGON CASINO RESORT

Job Description

ASSISTANT EXECUTIVE CHEF

Department:	Food & Beverage	Reports to:	Executive Chef
Job Code:	SCF06	License:	Gaming
Position Code:	SCF012	Costing:	300 3000 3001
Pay Grade:	E10	Date:	11/15/19
EEO-1 Code:	1.2		

SUMMARY:

Responsible for performing/filling all Restaurant Chefs duties pertaining to the operation of all venues and associate performances as assigned by the Executive Chef ,making sure that all are in accordance with Paragon Casino Resort policy and procedures and Gaming regulations. Position and venue will be rotated as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Performs all tasks assigned as either Legends Restaurant Chef, Big Daddy E's Restaurant Chef, Roxy's Restaurant Chef, Banquet Chef, , Buffet Restaurant Chef , and , within respective venue/department in an accurate and timely manner as instructed by the Executive Chef and/or Director of Food & Beverage.
- Responsible for menu and recipe development and costing.
- Assists the Executive Chef in developing and managing the budget for the kitchens.
- 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.
- Responsible for knowledge and compliance of Paragon Casino Resort's policies and procedures, all food and beverage, health, liquor and safety regulations: as well as all federal, state and local applicable laws.
- Facilitates the training and development of chefs, cooks and other kitchen workers. Trains kitchen personnel in safe operation procedures of all equipment, utensil and machinery. Establishes maintenance schedules in conjunction with manufacturer's instruction for all equipment. Provides safety training in lifting, carrying, hazardous material control, chemical control, first aid, CPR, blood borne pathogens and personal protective equipment.
- Maintains current knowledge of all Tribal, State and Federal Health Department regulations, Alcohol Beverage Control regulations, applicable OSHA requirements and ensures all conditions and standards are met.
- 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:

Directly supervises all venue associates on assigned shift.

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. Five (5) to ten (10) years previous experience as a chef in a full-service restaurant or hotel, with progressive supervisory experience required. Culinary Graduate with creative culinary experience/skills including possessing knowledge of cooking techniques, menus and recipes, specific cuisines or style of room preferred.

Qualifications: Strong interpersonal and communicational skills required. Must be HACCP/Serve Safe certified.

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 and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of Guests or Associates of the organization.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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