SCHEDULE "A" – Job Description
for Managing Chef

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Managing Chef will:

- Plan menus for all food outlets in the Hotels, including catering;
- Meet with GNN First Nation Elders and traditional knowledge keepers to research and develop culturally appropriate menu items when planning and executing menus;
- Develop standard recipes and techniques for food preparation and presentation which help to assure consistently high quality and minimize food costs;
- Exercise portion control for all items served and assist in establishing menu prices;
- Schedule and coordinate the work of chefs, cooks, and other kitchen employees to assure that food preparation is economical and technically correct and within budgeted labor cost goals;
- Approve the requisition of products and other necessary food supplies;
- Ensure that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times;
- Establish controls to minimize food, liquor and supply waste and theft;
- Safeguard all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles;
- Prepare necessary data for applicable parts of the Hotels' budgets;
- Project annual food, labor and other costs and monitors actual financial results;
- Take corrective action as necessary to help assure that financial goals are met;
- Lead food staff and inter-departmental meetings;
- Consult with the sales and catering and other departments about food production aspects of special events;
- Cook or directly supervise the cooking of items that require skillful preparation;
- Ensure proper staffing for maximum productivity and high standards of quality;
- Control food and payroll costs to achieve maximum profitability;
- Evaluate food products to assure that quality standards are consistently attained;
- Be responsible for all food and beverage service and preparation to assure that food and beverage production consistently meets or exceeds the expectations of Hotels' guests;
- Oversee kitchen team and assist in maintaining a high level of service principles in accordance with established standards;
- Evaluate products to assure that quality, price and related aspects are consistently met;
- Develop policies and procedures to enhance and measure quality;
- Develop and continually update written policies and procedures to reflect state-of-the-art techniques, equipment, and terminology;
- Establish and maintain a regular cleaning and maintenance schedule for all food and beverage areas and equipment;
- Provide training and professional development opportunities for all food staff, including ensuring all licence and qualifications are held and up to date;
- Ensure that representatives from the food and beverage staff attend service lineups and meetings;
- Periodically visit dining area when it is open to welcome guests;
- Support safe work habits and a safe working environment at all times;
- Interview, select, train, supervise, counsel and discipline all employees in the kitchen, and food and beverage department if required;
- Provide, develop, train, and maintain a professional work force;
- Ensure all services to guests are conducted in a highly professional and efficient manner;

- Ensure a safe working environment and attitude on the part of all employees in areas of responsibility; and
- Perform other duties as directed.

The Managing Chef will consistently demonstrate:

- The ability to interact positively with other supervisors, management, coworkers, guests, and the public to promote a team effort and maintain a positive and professional approach;
- The ability to produce a high volume of work in a timely manner, which is accurate, complete, and of high quality; and
- The ability to come to work regularly and on time, to follow directions, to take criticism, to get along with co-workers and supervisors, to treat co-workers, supervisors and members/guests with respect and courtesy, and to refrain from abusive, insubordinate and/or violent behavior.