

JOB DESCRIPTION

Position Title	Banquet Chef
Department	Food and Beverage
FLSA Status	Exempt
Reports to	Executive Sous Chef
Date	April 28, 2008

Position Summary

Oversees the culinary and stewarding side of all catered events and ensure that all food is produced to the quality and food safety standards. Ensures all staff and inter-departmental communication is thorough, timely and accurate.

Position Responsibilities

- Banquet Chef is responsible for confirmation and communication of BEO information to culinary team
- Produce catered meals as defined on banquet event orders (BEOs)
- Maintain a work environment that complies with food safety regulations and standards
- Attend BEO and Food and Beverage meetings
- Produce food production schedules for all BEO's
- Procure food products for preparation of catered foods
- Schedule staff based on business needs
- Communicate event production and timing information with staff
- Develop product specifications to ensure consistency
- Ensure food is produced to specification and on time
- Work with Suites' chef to allocate resources to ensure efficient and accurate production
- Special projects and assignments as business dictates

Essential Skills, Qualifications and Experience

- Minimum 2 years as Banquet Chef in a high-quality/high-volume operation
- Strong leadership and interpersonal skills
- Strong spoken and written communication skills
- Serv-Safe certified or comparable
- Working knowledge of Office and Email Software
- Experience in employee coaching, counseling and mentoring
- Strong recipe developer and coster

Non-Essential Skills, Qualifications and Experience

- Experience in a professional and structured work environment
- Experience with time-keeping software, events software and POS
- Culinary degree or ACF certification preferred

Supervises

- Banquet Sous Chef
- Banquet cooks