**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* The Executive Chef is responsible for all culinary activities for the restaurant. This position will oversee all activity in the kitchen, train personnel, plan menus, ensure highest food quality standards, manage kitchen equipment maintenance, oversee product purchasing and manage culinary budget.
* Having a sense of urgency, purpose, and seek the task attitude. Be efficient and get the task done in a timely matter.
* Managing the day-to-day operations of the kitchen. Coordinating food production and ensure highest level of food quality, taste and presentation.
* Participate in actual food preparation before and during service, produce food consistently with highest quality, taste and presentation and expedite during peak meal periods as needed.
* Responsible for scheduling, staffing, training, and controlling food and labor costs, while providing the experience of a lifetime to our guests and employees.
* Ensure the employees are performing at a high level focusing on labor costs. Keeping the staff busy and efficient.
* Ensures that all kitchen employees consistently adhere to uniform, grooming and appearance standards.
* Responsible for all food purchasing, receiving, and inventories.
* Maintain a clean, organized, working restaurant focusing, but not only on, the kitchen
* In conjunction with all the Chef Team, establish goals for the kitchen, anticipate and resolve problems concerning all facets of the kitchen, anticipate trends, enact approved profit-oriented and cost saving ideas/activities. Be a problem solver.
* Establish and require strict adherence to health department and food handling guidelines
* In conjunction with all the Chef Team, develop menus & create and ensure adherence to recipes and product specifications. Train kitchen staff on all new menu items.
* Executive Chef must maintain effective communication within the kitchen and dining room, be responsive to staff suggestions and concerns and work to resolve problems.
* Maintain effective working relationship with dining room managers, staff and all other 801 Restaurant Group employees.
* Managing the employees, you are directly responsible for according to the 801 Restaurant Groups salaried management structure.
* Maintain a safe environment for all management, employees, and guests.
* Follows and enforces company guidelines and policies.
* Proficient with all computer systems used in the restaurant.