



## **Black Star Farms Food Service: Estate Chef**

**PURPOSE:** To provide leadership, operational management, and mentorship for the year-round, on-site culinary department

**CLASS:** Salary, full-time exempt

**HOURS:** Minimum 40 hours per week, may exceed 50 at peak times

**COMPENSATION:** Based on experience

**RESPONSIBILITY:** To lead and grow our culinary department while working closely with team members by providing industry knowledge, creativity, hands-on experience, and management skills

**REPORTING TO:** Managing Owner

### **REQUIREMENTS**

- Minimum culinary degree or certificate or equivalent in experience and training
- Minimum 5 years' experience in a culinary leadership role with commercial kitchen operations, personnel management and development, labor costs, menu development, food and beverage costing, food inventory management and cost control, hospitality, logistical coordination, problem resolution
- Must be able to work mornings, evenings, weekends, and holidays as there will be occasional breakfast shifts beginning at 6 AM and weekend evenings until 10 PM
- Able to supervise and lead in a positive, constructive, and professional manner, maintaining high-quality food prepared in a safe and efficient kitchen
- Passion for teaching and mentoring
- Able to communicate effectively with coworkers and have personable interactions face-to-face with guests in a variety of situations, including public speaking at events
- ServSafe Certifications, HAACP
- Must be able to lift and carry up to 50lbs
- Able to move and stand for long periods. some shifts may exceed 10 hours

### **EXPECTATIONS**

- Directly manage all culinary personnel in daily operations while upholding BSF standards of hospitality and service, modeling professionalism and leadership at all times
- Directly manage café and Inn culinary operations to ensure BSF standards and expectations are met from start to finish, including scheduling, menu development, food preparation, quality standards, and proper cleaning/organizational procedures





## BLACK STAR FARMS

- Model a team-oriented approach and assist as needed in all culinary areas, including but not limited to Inn breakfast and hospitality services, café line/prep cooking, event prep/day of support, dishwashing, cleaning, organization, etc.
- Supervise and mentor the event sous chef on menu development, pricing, costing, and preparation
- Directly supervise culinary personnel with responsibility for hiring, discipline, performance reviews, initiating pay increases, and termination
- Responsible for all aspects of the culinary department being adequately stocked and maintained, including all food items, cooking supplies, dishes, utensils, cleaning products, and any other items necessary for the kitchen to function at peak performance
- Responsible for keeping track of kitchen expenses, receipts, journals, sales, costing reports, etc., and report to the managing owner or controller to ensure departmental success
- Help develop and adhere to the operational budget
- Coordinate with other BSF departments and personnel concerning food service, events, and product offerings
- Attend weekly BEO meetings and bi-weekly department head meetings
- Manage internal and outside communication in a timely manner
- Operate efficiently, strategically, and forward-focused while maintaining BSF standards
- Attend outside events to promote BSF products and services when applicable
- Foster relationships with culinary schools and programs and develop a program for interns
- Always maintain a professional appearance while adhering to the grooming standards outlined in the employee handbook

