

This Executive Chef job description template includes key Executive Chef duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a creative and proficient in all aspects of food preparation, Executive chef. You will be “the chief” and maintain complete control of the kitchen.

Responsibilities:

- Plan and direct food preparation and culinary activities
- Modify menus or create new ones that meet quality standards
- Estimate food requirements and food/labor costs
- Supervise kitchen staff's activities
- Arrange for equipment purchases and repairs
- Recruit and manage kitchen staff
- Rectify arising problems or complaints
- Give prepared plates the “final touch”
- Perform administrative duties
- Comply with nutrition and sanitation regulations and safety standards
- Keep time and payroll records
- Maintain a positive and professional approach with coworkers and customers

Requirements:

- Proven working experience as a head chef
- Excellent record of kitchen management
- Ability to spot and resolve problems efficiently

- Capable of delegating multiple tasks
- Communication and leadership skills
- Keep up with cooking trends and best practices
- Working knowledge of various computer software programs (MS Office, restaurant management software, POS)
- BS degree in Culinary science or related certificate