

## **COCO MARINA**

### **EXECUTIVE CHEF**

*The executive chef takes direction from the owners on completing the following duties. The executive chef works alongside the General Manager to ensure efficiency and teamwork. The executive chef shares duties with kitchen personnel.*

*Must be able to work a varied schedule as needed based on hotel and restaurant occupancy levels and department demands, including AM shifts, PM shifts and weekends. Flexible schedules are offered.*

*Applicants should work well under pressure, possess excellent communications skills, be very organized, self-motivated and have a great sense of humor.*

*If you are qualified for this position and would be commuting to Cocodrie frequently, housing will be available onsite at CoCo Marina at no charge for the convenience of the General Manager and Executive Chef positions.*

*Competitive salary commensurate upon experience.*

- The department head responsible for CoCo Marina's kitchen.
- Ensures kitchen provides safe, eye-appealing, properly flavored food.
- Maintains a safe and sanitary work environment for all employees. Supervises food preparation personnel to ensure food adheres to standards of quality to maintain cleanliness of kitchen and equipment.
- Plans or participates in menu planning in coordination with the owners, catering for events and large groups, budget preparation and maintenance of food costs.
- Inventory management such as weekly food and beverage orders and grocery lists.
- Manages line cooks, dishwashers and expeditors. The expeditor functions as the communications link between and among the various food production areas in the kitchen, coordinates production and assembly so servers can deliver meal orders to dining room patrons in a timely manner.
- Must be able to work all positions in the kitchen – line cook, fry cook, expeditor, grill.
- In charge of cooking on the grill at all times.
- In charge of training new employees in cooking methods, presentation techniques, and portion control.
- Supervises and coordinates activities concerning all back-of-the-house operations and personnel, including food preparation, kitchen, laundry and storeroom areas.
- Plans or participates in food production and apports meat, fish, pasta etc as well as food surpluses to control costs.