

# TC3 BISTRO, LLC

## POSITION TITLE

Executive Chef

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## ORGANIZATIONAL UNIT

TC3 Bistro, LLC.

## REPORTS TO

Operations Director

## SUMMARY

The Executive Chef is responsible for all culinary operations, food cost and food production for Coltivare, while creating a quality educational environment that demonstrates best practices in the industry and maximum profitability of Coltivare. The Executive Chef is responsible for developing high quality seasonal menus that exemplify sustainability and highlight locally sourced food, including industry trends. The Executive Chef must strive to develop a culture within the kitchen that inspires energy, excitement, collaborative team work, and pride, resulting in overall guest loyalty, student success, staff satisfaction and revenue growth.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the production and preparation of food for Coltivare - TC3 Culinary Center. Creates a team environment and hospitable culture in the kitchen to maximize student success and revenue growth.
2. Responsible for the overall direction, scheduling, coordination, and evaluation of the culinary staff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance on a timely basis; rewarding and disciplining employees; addressing complaints and resolving problems.
3. Responsible for developing high quality menu options using locally sourced food in consideration of Coltivare's mission. Works with the Farm to Bistro management team and faculty on menu changes and specials. Plans the roll out of all seasonal menus with a team approach, and in a timely manner. Participates in the evaluation of new recipes and products, planning for menus, and improved service delivery.
4. Works with the Director of Operations to manage payroll information, maintain payroll records, and control personnel costs.
5. Responsible for purchasing locally sourced food and other products to support seasonal menu. Works extensively with TC3 Farm Director and maintains relationships with other local farms and farmers, while continuing to research new local food sources from within the state of New York.
6. Responsible for inventory and purchasing to assure that adequate food and supplies are available. Maintains food requisitions and transfer records.
7. Effectively manages food and kitchen inventory including cost control by conducting weekly physical inventory of all food, paper, and chemical products and implementing a formal requisition system to ensure that adequate food and supplies are purchased and available.

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8. Works directly with Catering management to create accurate banquet event orders (BEO'S) for all catered events.
9. Upholds sanitation standards to ensure compliance with all ServeSafe & HAACP guidelines. Maintains cleanliness of kitchen according to the State Inspection guidelines and best practices. Ensures that Coltivare is in compliance with occupancy, health and workplace safety criteria.
10. Supports and markets Coltivare through direct interaction with key customers and focus groups and by participating in trade shows, maintaining a presence in the community and participating in key special events.
11. Teaches and enforces safety regulations while meeting the educational mission of Coltivare and the College.
12. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
13. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
14. Exemplifies excellence and serves on various committees and performs related tasks as assigned. Acts as an ambassador to the job and educational functions of Coltivare.

### MINIMUM QUALIFICATIONS

Associate's degree from an accredited culinary school and 5 years related and progressive experience. Experience must include responsibility for hiring, training, supervising and performance evaluation of staff as well as solid use of kitchen controls management.

### PREFERRED QUALIFICATIONS

Bachelor's or advanced degree and teaching experience in an accredited culinary arts program. Direct involvement in farm to table menu development and procurement of local ingredients.

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**PHYSICAL SKILLS AND ABILITIES**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel food and equipment; reach with hands and arms; talk or hear; and taste and smell. The employee is occasionally required to sit, climb or balance, stoop, kneel or crouch. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include the ability to oversee service throughout the restaurant (peripheral vision and depth perception.)