



SMG Job Description

Job Title:	Executive Chef
Department:	Food & Beverage
Reports To:	Food & Beverage Director
FLSA Status:	Salaried Exempt

Summary

Candidate is responsible for all food preparation for three SMG-managed venues, i.e.: Richmond CenterStage, Landmark Theater and Richmond Coliseum, to encompass banquet offerings for all private functions, including meetings, receptions and food items for luxury suites at the Coliseum. Candidate manages and directs kitchen workers by performing the following duties personally and/or supervising staff during execution of the following duties:

Essential Duties and Responsibilities include the following. (Note, other duties may be assigned)

- Designs flavorful, creative menus for guests attending SMG-managed venues.
- Hires, schedules and supervises kitchen employees.
- Coordinates and directs training of kitchen workers engaged in the preparation of food items to ensure the highest quality, efficient production and profitable food service.
- Conducts an ongoing analysis of food consumption, purchases and kitchen supplies.
- Reviews on an ongoing basis our menus, recipes, food and labor costs to determine how to best serve our customers as well as be more profitable.
- Determines price points to menu items in comparison to competitive food establishments and in accordance with SAVOR's budgetary goals.
- Observes methods of food preparation and cooking, sizes of portions, and garnishment of foods to ensure food is prepared in an appealing but prescribed manner.
- Establishes and enforces nutrition, sanitation and quality standards for food and beverage.

Supervisory Responsibilities

Directly supervises Kitchen personnel. Chef must carry out supervisory responsibilities in accordance with SMG's policies and all applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing tasks; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Certificate from accredited culinary school, college or technical school
5 or more years of hands on experience
2 or more years of Kitchen/Culinary supervisory experience

Job Title: Executive Chef

Skills and Abilities

Ability to use and maintain basic food service and kitchen equipment
Ability to train others in the use of basic food service and kitchen equipment
Strong analytical and mathematic skills in relation to the culinary profession and Food and Beverage industry
Strong communication skills and the ability to read, write and understand English
Ability to interact with all levels of staff, including management
Ability to problem solve

Computer Skills

To perform this job successfully, an individual should have some knowledge of computers. Word processing and spreadsheet experience is preferred.

Certificates, Licenses, Registrations

Current certification in food handling and safety sanitation (Sani-Serve or similar) or ability to be certified with minimal preparation is required.

Other Qualifications

Ability to work under limited supervision
Requires flexible hours, including nights and weekends, that will vary based on events

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and walk for extended periods of time. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision for quality control of food services. Must be able to work in a hectic and noisy environment.

To apply, send resume and salary requirements to:

SMG Richmond

Dee Bergonzi

HR Designee

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Fax: 804-780-4606

No Phone Calls Please