UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Executive Chef

DIVISION: Student Affairs (Dining Central Operations)

REPORTS TO: Associate Administrator, Food Services

GRADE: 12

SUPERVISES: Support Staff

BASIC FUNCTION:

Lead the Department’s on-going goal to improve and enhance food quality throughout the University’s food services operations by assisting in menu design and recipe development with emphasis on diversity, sustainability, and nutritional content, all in a fiscally responsible manner. Coordinate all food purchases, inventory, production, preparation and service for the Catering Department, and provide technical support to all Dining locations.

ESSENTIAL DUTIES:

Contribute directly to the menu, food preparation; portioning and plating design of all catered functions scheduled through the President’s Office for events at the President’s house, President’s Suite, or any venue on campus in which the President sponsors a dining experience in which cuisine demands the highest level of quality and consistency.

Assist in all communications between the Catering Department and clients that result in collaborative experience(s), with menu offerings at various price points that are diverse, healthy, and flavorful, with attention to presentation, expedited in a professional manner.

Analyze market trends and remain current in regional, international, and ethnic cuisines.

Responsible for providing both individualized service at small, intimate social events, and for managing service personnel, materials, and time constraints for large functions consisting of 500 to 1000 participants.

Provide expertise for themed or special events in dining locations for student residents.
Continually maintain and train staff in sanitary practices and procedures. Ensure compliance with all State Health Department and safety regulations, and enforce Hazard Analysis and Critical Control Points (HACCP) in all food storage, production, and service.

Program standardized recipes into CBord FMS and generate reports for cost evaluation and purchasing requirements.

Examine deliveries of food, vegetables, meats and supplies for quality and accuracy.

Exercise administrative supervision over cooks, cook’s helpers, bakers, senior food service assistants and student employees engaged in culinary operations.

Consult and collaborate with catering manager and food service administrators at all departmental meetings and catered functions.

Participate in administrative staff meetings to assist in long-range departmental goals.

Ensure that all service equipment at the President’s house, the DDC Catering Kitchen, and the Ryan Center kitchen and pantries is operational and handled safely.

Conduct random and scheduled inventories.

**OTHER DUTIES AND RESPONSIBILITIES:**

Work closely with other University departments including, but not limited to, Alumni, the URI Foundation, and the Conference Office.

Assume all responsibilities of the support staff if necessary.

Deliver product to any campus venue by State vehicle.

Participate in professional organizations, conferences and training activities.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

American Culinary Federation CEC Certification or CIA ProChef Certification; ServSafe or HACCP certified, or equivalent; valid driver’s license.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental
conditions, but the following are encountered: refrigerators, freezers, outdoors in all seasons, working over grills, ovens, small cramped kitchens, hot kitchens, bending, stooping, lifting, repetitive motion in preparation and cooking of food.

QUALIFICATIONS:

REQUIRED: Minimum of a bachelor’s degree in the hospitality field which includes a minimum of a two-year major in culinary arts; five years of progressively responsible experience in an executive chef or chef de cuisine position; demonstrated knowledge of computerized menu and recipe software; demonstrated experience in managing particular dietary restrictions; demonstrated knowledge regarding cultural food preferences; demonstrated culinary skills in domestic and world cuisines; demonstrated knowledge of the materials, equipment and methods utilized in large-scale food facilities; demonstrated ability to analyze market trends and to remain current in regional, international, and ethnic cuisines; demonstrated flexibility to provide both individual service at small, intimate social events and manage service personnel, materials, and time constraints for large functions; ability to demonstrate basic culinary techniques in a classroom setting to a diverse background of staff, students, and clients; demonstrated strong verbal and written communication skills and interpersonal skills; demonstrated ability to organize, coordinate and supervise support staff; demonstrated experience in working with diverse groups. Must have the following: American Culinary Federation CEC Certification or CIA ProChef Certification; ServSafe or HACCP certification or equivalent; valid driver’s license.

PREFERRED: Demonstrated knowledge of Cbord (or similar) computerized menu and recipe software; experience as an executive chef or a chef de cuisine position in a college or university setting.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.