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Developed by:...SM; PSG
Reviewed by:....SG; DLJ
Approved by:.....LK
Date:.....01/13; 12/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Executive Chef, Board Operations
DIVISION: Student Affairs (Dining Central Operations)
REPORTS TO: Director, Dining and Retail Food Services
GRADE: 12
SUPERVISES: Profession & Support Staff, Interns & Student Workers

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 planning and design and recipe development all in a fiscally responsible manner, with keen attention paid to ethnically diverse dynamic flavor profiles, sustainability, visual esthetic and nutritional content. Provide technical support to all Dining locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Lead and inspire the culinary team and serve as a hands-on culinary mentor, model, and expert in the kitchen. Create, test and select recipes; standardize production recipes and establish presentation standards to ensure consistent quality. Ensure culinary offerings reflect quality, seasonality, variety and diversity. Review, recommend and modify, as appropriate, cycle & catering menus with service staff, culinary personnel and management team. Regularly solicit feedback from peers, customers, and staff. Regularly benchmark program with other like programs. Develop and deliver innovative concepts that engage our staff, students and clients.

Supervise/coordinate all related culinary activities. Review staffing needs with unit managers to maximize the productivity of the kitchen staff in conjunction with business forecasts and predetermined budget. Actively train, evaluate, and manage the performance of culinary (kitchen) team members as needed. With all units provide and share culinary expertise in the form cooking style, distinctive pallet, ingredient knowledge and presentation.

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

Program standardized recipes into CBord FMS and generate reports for cost evaluation and purchasing requirements. Provide advice, guidance, direction and demonstrated personal commitment to ensuring that the appropriate staff are implementing all data into FSS to ensure accurate forecasting, recipes and production. Audit and validate that the system is being used in optimal manner.

Provide expertise for themed or special events in dining locations for student residents.

Work with Dietician to facilitate the dietary plans of students with special dietary needs. Communicate action plans with other unit managers. Regularly check in with students to be sure needs are being met.

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.

Work with Associate Food Service Administrator to develop procurement parameters for various food bids including, but not limited to, dairy, meats, produce and groceries. Examine deliveries of food, vegetables, meats and supplies for quality and accuracy.

Exercise administrative supervision over principal cooks, senior cooks, cooks, cook's helpers, bakery supervisors, senior food service administrators, food service administrators, senior food service assistants and student employees engaged in culinary operations.

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

Ensure that all service equipment at all board and retail venues supported by Dining are operational and handled safely.

Conduct random and scheduled inventories.

OTHER DUTIES AND RESPONSIBILITIES:

Work closely with other University departments including, but not limited to, HRL, Memorial Union, Purchasing and Health Services.

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:

Must have American Culinary Federation CEC Certification or CIA ProChef Certification or demonstrated ability to obtain it within the 12-month probationary period; ServSafe 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: Bachelor's degree in the hospitality field which includes a minimum of a two-year major in culinary arts; Minimum five years of progressively responsible experience in an executive chef or chef de cuisine position, preferably in a college or university setting; Demonstrated ability to use computerized menu and recipe software; Demonstrated experience in crating menus for dietary needs; Demonstrated culinary skills in domestic and world cuisines and demonstrated ability to stay current with knowledge; Demonstrated knowledge of and ability to train others in the materials, equipment and methods utilized in large-scale food facilities; Demonstrated ability to manage service personnel, materials, and time constraints for large functions; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills. Must have American Culinary Federation CEC Certification or CIA ProChef Certification or demonstrated ability to obtain it within the 12-month probationary period. Must have ServSafe certification or equivalent. Must have a valid driver's license. Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated ability to analyze market trends; and, Demonstrated knowledge regarding cultural food preferences.

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