Executive Pastry Chef

Job Description:

The **Executive Pastry Chef** is separately in command of the dessert aspects of the restaurant. Although under the executive chef, they generally are given broad freedom to create and manage the dessert menu and baked goods. They are responsible for aspects of the kitchen involving desserts. This includes menu plans, operations, recipes, financial responsibility, portion and inventory control, food quality, and employee supervision. They are in direct supervision of the day-to-day operations of the pastry kitchen during restaurant hours, ensuring the pastry kitchen is running smoothly to get correct orders and well prepared desserts out to customers. The Pastry Chef may provide training and hands-on management of the kitchen staff. A few of the main duties of an executive pastry chef are monitoring the quality of the food, following all food safety regulations, and coordinating the pastry kitchen with the main kitchen. They may have a role in interviewing new staff, and making termination recommendations to the executive chef. Pastry chefs may also be responsible for bread baking and other baked goods for the restaurant.

Job Responsibilities:

* Plan and direct dessert preparation and associated culinary activities
* Supervise quality of baked goods
* Estimate food requirements and food/labor costs
* Supervise kitchen staff’s activities
* Arrange for equipment purchases and repairs
* Recruit and manage pastry kitchen staff
* Rectify arising problems or complaints
* Give prepared plates final approval
* Perform administrative duties
* Work with owners to present their vision of the restaurant and menu
* Comply with nutrition and sanitation regulations and safety standards
* Train new staff
* Ensure food preparation is up to standards
* Resolve issues that arise quickly and professionally
* Prioritize actions and keep kitchen running smoothly
* Maintain a positive and professional approach with coworkers and customers
* Coordinate and collaborate with general manager and other executive staff.

Job Qualifications:

* Bachelors in culinary arts or diploma from accredited culinary institute required
* Masters in culinary arts or related field preferred
* Experience as an executive pastry chef

Opportunities as an executive pastry chef are available for applicants without experience in which more than one executive pastry chef is needed in an area such that an experienced executive pastry chef will be present to mentor.

Job Skills Required:

* Working knowledge of the fundamentals of baking
* Working knowledge of knives and knife skills.
* Working knowledge of kitchen equipment
* Ability to bake
* Knowledge of industry standards and regulations
* Knowledge of health department regulations
* Ability to multitask
* Good communication skills
* Able to work calmly under high pressure
* Team Player
* Ability to spot and resolve problems efficiently
* Capable of delegating multiple tasks
* Communication and leadership skills
* Keep up with cooking trends and best practices
* Working knowledge of various restaurant software programs
* Ability to use a computer based menu ordering system
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to stand for an entire shift
* Self-motivated and self-directed
* Works well as part of a team and on individual tasks
* Able to quickly memorize complex or multiple orders