Chef de Banquet

Job Description:

The Chef de Banquet is responsible for the planning, organizing, controlling and directing the work of employees in the Banquet Kitchen. They oversee the food preparation of all banquet and catering event while ensuring superior quality and consistency at all times. Additionally, they are responsible to develop new banquet menu’s, prepare, test, taste and control out new menu items. They maintain updated and accurate recipes and address the cost and portioning of all dishes prepared for banquet functions. Also, they review the following day's menus and approves the store requisitions for food and supplies needed from various kitchen storerooms.

Job Responsibilities:

* Review banquet event orders on a daily basis and make note of any changes.
* Brief the banquet kitchen staff daily about the upcoming and current functions.
* Supervises and coordinates all activities of cooks and banquet kitchen staff who are engaged in food preparation.
* Able to coordinate banquet production and plating with the Executive Chef, Sous Chef and Banquet Captain.
* Establish the day’s priorities and assign production and preparation tasks for the banquet kitchen staff/chefs to execute.
* Effectively communicate both verbally and in writing to provide clear direction to staff.
* Take physical inventory of specified food items for daily inventory.
* Assist in determining the minimum and maximum stocks of all food, cooking supplies and equipment.
* Assist the Executive Chef in banquet menu development and execution.
* Maintain inventory control procedures and ensure that the banquet kitchen is prepared for the following day's work.
* Responsible for managing all day-to-day operations of banquet kitchen.
* Responsible to conduct frequent walkthroughs of each kitchen area and direct respective personnel to correct any deficiencies.
* Responsible to maintain all equipment in a proper operational condition.
* Responsible to oversee the regular cleaning of all equipment used in the banquet kitchen.
* Ensure that each banquet kitchen work area is stocked with specified tools, supplies and equipment to meet operating and business demand.
* Ensure that recipe cards, production schedules, plating guides, photographs are current and posted.
* Ensure that all staff prepares menu items following recipes in accordance with Fort Worden’s operating standards.
* Communicate the kitchen needs with the Executive Sous Chef and Executive Chef.
* Review sales and food cost with the Executive Chef to ensure that the banquet kitchen is meeting budgeted costs.
* Monitor the performance of banquet kitchen staff and ensure all procedures are completed to the department standards.
* Banquet chef should serve as a role model to demonstrate appropriate behaviors.
* Ensures and maintains the productivity level of all banquet cooks and supporting staffs.
* Supervises banquet kitchen shift operations.
* Assists the Executive Chef and Executive Sous Chef with banquet menu planning and food purchasing.
* Participates in banquet kitchen employees progress and discipline procedures.
* Participates in training staff on menu items including ingredients, preparation methods and unique tastes. Plans and manages food quantities and plating requirements for all banquet functions.
* Maintains food preparation handling and correct storage standards.
* Reviews staffing levels to ensure that guest service, operational needs and financial objectives are met.
* Ensures compliance with all applicable laws and regulations.
* Follows proper handling and right temperature of all food products.
* Assists as needed in the interviewing and hiring of employee team members with appropriate skills.
* Identifies the developmental needs of kitchen staff and provide coaching, mentoring to improve their knowledge or skills.
* Able to plan and execute multiple banquet functions.
* Able to continually enhances the culinary experience of banquet or event guests.
* Able to understanding all employee’s positions well enough and to perform duties in employees' absence.
* Able to help in cooking and food preparation, as and when required.
* Able to perform other duties as assigned by the management
* Plan and direct food preparation and culinary activities
* Estimate food requirements and food/labor costs
* Supervise kitchen staff’s activities
* Arrange for equipment purchases and repairs
* Recruit and manage 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
* Keep time and payroll records
* Hire, fire, and train new staff
* Ensure food preparation is up to standards
* Create new menu items for occasions, holidays, and seasons
* 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 staff.

Job Qualifications:

* Bachelors in culinary arts or diploma from accredited culinary institute required
* Maters in culinary arts or related field preferred
* Experience as a chef de banquet

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

Job Skills Required:

* Working knowledge of the fundamentals of cooking.
* Working knowledge of knives and knife skills.
* Working knowledge of kitchen equipment
* Ability to cook
* Ability to manage multiple staff
* Leadership skills
* Able to delegate and prioritize
* 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
* Keep up with cooking trends and best practices
* Working knowledge of various restaurant software programs
* 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