



## NOW HIRING

### Executive Chef Reserve 22 at the Village Links [www.reserve22.com](http://www.reserve22.com)

#### **DESCRIPTION:**

The job duties of the Executive Chef include, but are not limited to, being responsible for all culinary activities for the restaurant, banquet and other outlets. Will oversee all activity in the kitchen, develop menus, oversee food purchasing and manage culinary budget. Supervises, schedules and assigns work to staff and maintains the highest professional food quality and sanitation standards; and provides professional and responsive service to the Village residents and the general public. Reports to the Food & Beverage Director.

#### **ESSENTIAL FUNCTIONS:**

- Work with the Food & Beverage Director and plan menus for all food outlets, update regularly.
- Keeps current with Industry trends, and collaborate with Sous Chef to create new recipes.
- Schedules and coordinates the work of chefs, cooks and other kitchen employees to assure that food preparation is economical and technically correct and within budgeted labor cost goals.
- Approves the requisition of products and other necessary food supplies. Approves invoices and prepares for payment.
- Establishes and maintains relationships with vendors & distributors, and resolves issues promptly.
- Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times.
- Establishes controls to minimize food and supply waste and theft.
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles.
- Develops standard recipes and techniques for food preparation and presentation which help to assure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing menu selling prices.

- Prepares necessary data for applicable parts of the budget; projects annual food, labor and other costs and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met.
- Attends food and beverage staff and management meetings.
- Consults with the Food & Beverage Director/Banquet Coordinator about food production aspects of special events being planned.
- Cooks and directly supervises cooking.
- Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability.
- Evaluates food products to assure that quality standards are consistently attained. Interacts with food and beverage management to assure that food production consistently exceeds the expectations of guests.
- In conjunction with F&B Director, assist in maintaining a high level of service principles in accordance with established standards.
- Develops policies and standard operating procedures to enhance and measure quality and productivity.
- Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Provides training and professional development opportunities for all kitchen staff.
- Periodically visits dining area to welcome guests.
- Support safe work habits and a safe working environment at all times.
- Perform other duties as directed.
- Interview, train, supervise, counsel all employees in the department and maintain a professional work force.

#### **QUALIFICATION REQUIREMENTS:**

- Bachelor's degree; or 4 years related experience and/or training; or equivalent combination of education and experience.
- Food Service Sanitation License is required.
- Basic budget and cost-accounting experience.
- Minimum five (5) years of increasingly responsible experience in hospitality/food service industry, including at least three years of supervisory experience.
- Ability to maintain a professional demeanor and communicate effectively with customers, vendors, employees, and the general public; must be able to effectively resolve service concerns in a timely manner.
- Experience with developing, recommending, and implementing marketing strategies and tactics.
- Previous experience with coaching, inspiring, and developing high-performing teams is critical.
- Ability to comprehend, retain and apply Federal, State, and local regulations.
- Demonstrated experience with implementing customer appreciation/loyalty initiatives.
- Ability to operate various types of equipment – standard office equipment, including telephone, copier, computer and related software (e.g. MS Office Suite), and point of sale systems-POS).
- Ability to perform basic mathematical calculations, including the ability to develop budgets and analyze profit/loss statements.

- Ability to think quickly, maintain self-control, and adapt to stressful situations; and must be able to use good judgment in effectively solving problems.
- A valid driver's license.
- Qualified applicants must be able to work flexible hours, as needed, including days/evenings, weekends, and holidays.

### **SALARY/BENEFITS:**

The salary range for this full-time, exempt position is +/- \$47,382-\$72,010/year DOQ. Position includes full benefits, as well as participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit retirement pension plan, plus eligibility to earn additional incentive-based compensation. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement.

### **HOW TO APPLY:**

1. Interested candidates should submit a resume and cover letter to [vgeresume@glenellyninfo.org](mailto:vgeresume@glenellyninfo.org). Hard copies (faxed, mailed, or hand-delivered) of resumes will be declined.
2. Applicants must indicate **(Job ID: #28-17 Executive Chef)** in the subject line of e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post offer medical physical with a drug screening.
4. The position is open until filled; however, **first review of resumes will begin November 13, 2017.**

*Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

**THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER**