



Executive Chef/Kitchen Manager El Encanto Restaurants

JOB TITLE: Executive Chef/Kitchen Manager

DEPARTMENT: Back of House Management

SUPERVISOR: General Manager & Corporate Chef

JOB DESCRIPTION SUMMARY

The Executive Chef/Kitchen Manager at El Encanto is responsible for all aspects of managing the kitchen and kitchen personnel including food purchasing, preparation and maintenance of quality standards, sanitation and cleanliness, training of employees in methods of cooking, preparation, plate presentation, portion, cost control, and sanitation and cleanliness. All with the goal of ensuring that El Encanto provides superb and consistent food quality on an on-going basis.

The Executive Chef/Kitchen Manager must at all times promote, work and act in manner consistent with the Mission Statement and Core Values of El Encanto Restaurants.

PRIMARY RESPONSIBILITIES AND DUTIES

Hiring & Training

1. Interview, hire, train, recommend performance evaluations, resolve problems, provide open communication and recommend discipline and/or termination when appropriate.
2. Supervise Training of all BOH Recruits
 - a. Ensure that each new hire is trained according to El Encanto Training Procedures
3. Make employment and termination decisions including recruiting, interviewing, hiring, evaluating, and disciplining kitchen personnel in accordance with El Encanto policies.
4. Oversee and ensure that restaurant policies on employee performance appraisals are followed and completed on a timely basis.

5. Oversee and ensure that restaurant policies regarding personnel are followed, and administer prompt, fair and consistent corrective action for any and all violations of company policies, rules, and procedures

Scheduling

The EC/KM will prepare weekly work schedules for all kitchen personnel.

1. Schedule personnel as required for anticipated business activity while ensuring that all positions are staffed when and as needed and labor cost objectives are met.
2. Comply with attendance rules and be available to work on a regular basis.
3. The EC/KM must be proficient in all prep and line stations, and will be required to be on the line as business dictates. The EC/KM should schedule themselves to focus primarily on supervising the staff as they work in their respective positions in the kitchen, where he/she can monitor the quality of food preparation and of the finished product

Daily Operations Management

1. Establish the day's priorities and assign production and preparation tasks for staff to execute.
2. Check and maintain proper food holding and refrigeration temperature control points.
3. Review daily menu specials and offer feedback to Sous Chefs.
4. Review catering event orders and make note of any changes.
5. Communicate both verbally and in writing to provide clear direction to staff.
6. Take physical inventory of specified food items for daily inventory to ensure enough product is in house.
7. Requisition the day's supplies and ensure that they are received and stored correctly. Ensure that deliveries are performed in accordance with the restaurant's receiving policies and procedures. Communicate needs with Food Purveyors. Ensure quality of products received.
8. Meet with the Corporate Chef to review equipment needs, catering assistance, cleaning schedule/project status, health/safety and sanitation follow up.
9. Ensure that staff report to work as scheduled; document any late or absent employees.
10. Ensure that each kitchen work area is stocked with specified tools, supplies and equipment to meet the business demand.
11. Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the restaurant's preventative maintenance programs.
12. Instruct cooks or other workers in the preparation, cooking, garnishing, or presentation of food.
13. Ensure that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.
14. Monitor performance of staff and ensure all procedures are completed to the department standards; rectify deficiencies with respective personnel.
15. Conduct frequent walk throughs of kitchen area and direct respective personnel to correct any deficiencies. Ensure that quality and details are being maintained.

16. Develop new special items, test and write recipes.
17. Assist Catering department with any special needs.
18. Review sales and food cost; resolve any discrepancies with the corporate chef.
19. Ensure that excess items are utilized efficiently.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Ensure that all **health code standards** are meticulously adhered to, including the daily check sheet completion and regular.
2. Ensure that weekly **inventories** are completed and that a system is in place to limit waste and over-purchasing.
3. Maintain relations with all vendors associated with the kitchen, changing **vendors** only with prior approval of the Owner.
4. Consult with the Owner in develop of all **menus**, and will approve all specials in coordination with Owner.
5. Work a minimum of 40 hours a week, but will normally be required to work closer to 50 hours a week, in order to ensure compliance with all of the above. The EC/KM will also be required to work a minimum of 3 shifts per week during a night shift at one of the restaurants.
6. Attend all scheduled employee meetings and offers suggestions for improvement.
7. Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
8. Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.
9. Uphold and enforce all policies throughout organization

QUALIFICATIONS FOR THE JOB

- Must have the ability to communicate in English. Spanish a plus.
- Self-starting personality with an even disposition.
- Ability to transport cases of received goods to the work stations; pots and pans of food from storage/prep areas to the serving line.
- Ability to work with all products and food ingredients involved.
- Ability to operate, clean and maintain all equipment required in job functions. Ability to plan and develop menus and recipes.
- Ability to apply basic supervisory skills to plan, organize, direct, coach, train and discipline, as necessary.
- Ability to ensure security of kitchen access, products and hotel property.
- Ability to operate with stress, time constraints, physical activity and continuous walking.
- Finger/hand dexterity in order to operate food machinery.
- Ability to grasp, lift and/or carry, or otherwise, move goods weighing a maximum of 100 lbs. on a continuous schedule

Experience:

2+ year's experience managing kitchen in full-service restaurant

Other:

Proven ability to create policies that generate profits in multiple retail sales locations

Strong interpersonal communication and negotiations skills

Ability to create and implement strong training programs

Experience managing multiple locations and senior management staff

The ability to bring innovation to develop and improve the methods that El Encanto organization

Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

Ability to create authentic Mexican items for Specials and to contribute to the enhancement of the menu

REQUIRED/NECESSARY SKILLS

Math and budgeting

Analytical skills

Basic Computer Skills/knowledge of Aloha and/or similar POS systems and ability to learn and master systems utilized by organization

Decision making

Speaking and Writing

Time management skills

PERFORMANCE STANDARDS

Customer Satisfaction:

Our customers are what we are about. One of the keys to a positive guest experience is positive interaction with El Encanto staff. It is essential that you remain professional at all times, and that you treat all guests and associates with courtesy and respect, under all circumstances.

Work Habits:

In order to maintain a positive guest and associate experience, your work habits should always meet and strive to exceed El Encanto standards for work procedures, dress, grooming, punctuality and attendance. You should be adaptable to change in your work area and in procedures with a willingness to learn new skills and/or improve existing ones, have the ability to solve routine problems that occur on the job and ask for help whenever you are not sure how to do something.

Safety & Security:

The safety and security of our guests and associates is of utmost importance to El Encanto. Every associate should adhere to the security policies and procedures, particularly regarding key

controls, lifting heavy objects, using chemicals, and effectively reporting safety hazards and safety concerns.

EL ENCANTO MISSION STATEMENT:

*To deliver the Best Sonoran Mexican Food,
in the most Enchanting Environments
with Exceptional Service delivered by our incredible El Encanto family -
Allowing us to Create Generations of Memories.*

EL ENCANTO CORE VALUES:

- ❖ **Create:** The Best Mexican Food in Arizona
- ❖ **Exceed Expectations:** by anticipating unexpressed wishes
- ❖ **Hospitality:** Make our guests feel like they're at home
- ❖ **Consistency:** Understanding that consistency is critical to success
- ❖ **Integrity:** we follow all laws and regulations that govern our business
- ❖ **Respect:** Honor the dignity and diversity of others
- ❖ **Family:** Create a family friendly workplace where happiness is essential and expected, nothing less is acceptable
- ❖ **Improvement:** always striving to improve by seeking solutions together
- ❖ **Sharing Mexican Culture:** with authentic food and architecture
- ❖ **Community:** Have a positive impact on our community
- ❖ **Accountability:** Hold each other accountable for all of our Core Values!

NOTE:

This description excludes non-essential and marginal functions of the position that are incidental to the performance of the fundamental job duties. Furthermore, the specific examples in each section are not intended to be all-inclusive. Rather, they represent the typical elements and criteria considered necessary to perform the job successfully. Other job-related duties may be assigned by the associate's supervisor.

Furthermore, this description is subject to change, in the sole discretion of El Encanto, and in no way creates an employment contract, implied or otherwise; each associate remains, at all times, an "at will" associate.