



HERBAN FEAST
INSPIRED CELEBRATIONS

POSITION SUMMARY

Service delivery and management role. Is responsible for the overall direction, coordination, and evaluation of the Herban Feast Culinary Program. Supervises and directs coaching/training of chefs, cooks, and other kitchen workers engaged in preparing and cooking foods. Ensures an efficient and profitable food service by performing the following duties personally or through the direct management of Sous Chef or subordinate supervisors. Carries out supervisory responsibilities in accordance with the company's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, troubleshooting and resolving conflicts. Reports to the Owner.

ESSENTIAL FUNCTIONS

- Supervises kitchen personnel and coordinates their assignments to ensure economical and timely food production.
- Observes workers engaged in preparing, portioning, and garnishing foods to ensure proper methods of cooking and service temperatures are as prescribed by Herban Feast and HACCP standards.
- Establishes and enforces nutrition, sanitation and safety standards.
- Familiarizes newly hired Chefs and Cooks with common and best practices of the kitchen and oversees their training.
- Creates innovative menus, dishes and recipes through collaborations the Sales and Operations Team.
- Plans or participates in planning menus and utilization of food surpluses and leftovers, taking into account probable number of guests, marketing conditions, and popularity of various dishes.
- Reviews menus, analyzes recipes, determines food, labor, and overhead costs, and assigns prices to menu items.
- Estimates food consumption and purchases appropriate quantities and kitchen supplies.
- Represents Herban Feast in a courteous, efficient, and friendly manner in all customer and employee interactions.

CORE COMPETENCIES

- Exceptional cooking skills
- Proven kitchen and supervision skills
- Strong written and verbal communication skills
- Effective multi-tasking and follow-up ability
- Solid analytical and problem-solving abilities
- Creative menu, recipe creation, food design and plating capabilities
- Strong customer sales and services orientation
- Computer skills: Word, Excel, email, etc.
- Responsible budget management
- Logistically-minded
- Conceptual thinking abilities
- Time- and work load management abilities
- Passionate about food
- Front-facing: personable guest and client interactions: events, private tastings, Herban Feast open house events

JOB RESPONSIBILITIES

- Completes all work, as assigned, in a timely and thorough manner in accordance to Herban Feast standards.
- Conducts training sessions with the culinary team and leads cross training for other departments as necessary.
- Ensures proper food preparation by following approved recipes and prescribed production standards.
- Ensures all recipes are written and up to date for reference and consistency of products.
- Quality checks cooked foods by tasting and smelling them.
- Handles food items appropriately during preparation, ensuring that proteins stay within safe temperature zones and work spaces both in house and at events are clean and sanitized.
- Cleans equipment, supplies and utensils within the work area as assigned and in a timely fashion and ensures that their own work station as well as other kitchen employees stations are cleaned thoroughly before leaving the kitchen.
- Ensures company and OSHA safety standards are followed.
- Demonstrates a complete understanding of event menu items and communicates the same to employees and guest accurately.
- Ensures guest are quickly served with proper portions according to event timelines.
- Resolves any and all customer concerns.
- Follows and observes all company policies and procedures including punctuality and personal appearance standards.
- Assist other functions as needed.

JOB REQUIREMENTS

Education, Training & Experience

- Four-year hospitality degree preferred
- Must have current Washington State Food Handler's Card prior to applying
- Minimum three years' experience in food preparation/ cooking
- Must have off premise catering & management experience

Physical Requirements

- Ability to lift up to 50 lbs
- High level of mobility; walking, standing, carrying, etc

Work Environment

- Commercial Kitchen, Home Kitchens, Off-Premise Kitchens and Office
- Availability required for extended and various work hours, including nights and weekends
- Salaried position
- Benefits: Medical, dental, vision, life insurance mileage reimbursement, paid time off, and sick time.