

EXECUTIVE CHEF

JOB DESCRIPTION



KEY ACCOUNTABILITIES

- The Executive Chef is responsible for a smooth and professional running galley operation in accordance with the company rules and regulations. He ensures that all the meals are at the scheduled times ready to serve.

REPORTS TO

- The Executive Chef reports directly to the Hotel Manager. The entire galley staff is subordinate to the Executive Chef. The replacement during the absence of the Executive Chef is one of the First Cooks designated by him.

SUBORDINATE PERSONNEL

- Sous Chef
- 1st Cook
- 2nd Cook
- 3rd Cook
- Pastry/Baker Chef
- Cook
- Utility/Provision
- Utility/Cleaner

AREAS OF RESPONSIBILITY

- The Executive Chef is responsible for the food planning, food preparation, quality control, food cost, storage, cleaning and maintenance of galley, storerooms for passengers, officers and crew.
- He is responsible for the ordering, storage, distribution and stock cost control of all food items.
- He is responsible for ensuring that quality standards for food production are maintained.
- He performs related managerial duties and is responsible for standardization in the galley.
- He assists in developing food purchase standardizations.
- He plans menus, theme and other events for passengers, officers and crew.
- He trains his staff on a continuous basis and attends and conducts meetings when necessary.
- He supervises and schedules his staff.

- He conducts staff orientations.
- He reviews staff performances.
- He implements work changes.
- He disciplines his staff.
- He controls costs.
- He develops staff interest and participation.
- He is responsible for planning, organizing, staffing, controlling and evaluating his area of responsibility.
- He places orders for food, galley consumables (silver, plates, gen. galley material etc.) and keeps a regular inventory on these items.
- He handles, distributes and controls all deliveries related to his Department
- Oversees requisitions of all food items.
- Most efficient food utilization.
- Communicates with his superior routinely.

SUPERVISION AND TRAINING

- He plans, directs, controls and co-ordinates the activities of all Cooks and other personnel engaged in food preparation to ascertain an efficient Food Service.
- He assures that all food items are prepared and served according to established standards and practices.
- He is responsible for the planning of a well balanced and diversified menu according to the established menu cycles, on a day-to-day basis.
- He is responsible for the planning and preparation of a well balanced menu cycle for crew and officers (Italian food to be included).
- He is responsible for continuous follow-ups and forwards suggestions for improvements in raw material, menus, cost savings and equipment.
- He is anxious to minimize spoilages, maintain adequate inventory of food items and utilize food surpluses.
- He is responsible for the quality control of all food purchases during storage.
- He is responsible for keeping the food cost within the budget for costs and plans all food offers in the most economical way.
- He is responsible for the continuous training and motivation of personnel to reach maximum performance and service, as well as to maintain proper food handling and cleaning procedures as to the agreed standards.

- He evaluates performance of kitchen personnel monthly and completes an Evaluation Report.
- He makes sure that all buffets are well presented.
- He ensures that all food complaints received are investigated and corrected in a tactful manner.
- He assures that all food requests are executed to the fullest satisfaction of the customer in accordance with the Company's policies.
- He inspects on a regular basis all fridges, switches, Plugs and stoves as well as lights and reports any irregularities immediately to the Maintenance Department.
- He is aware of all fire, safety and emergency procedures.
- He performs other duties if required.
- He is responsible for the storage and distribution of all food items.
- He must be familiar with the proper sanitation procedures and follow the U.S. Public Health requirements in the galley and storerooms.

PERSONNEL TRAINING AND CONTROL

- He ensures that all staff understands their duties and how to execute them.
- He trains new staff on a regular basis to perform their specific duties.
- He establishes a good working spirit and a friendly atmosphere and co-operates with all other departments.
- He instructs service staff to inform him immediately about complaints from passengers.
- He establishes Work Schedules and Work Routines for his staff.
- He recommends promotions of qualified crew members to his Superior.
- He instructs his staff about the Company structure shore side and onboard organization.
- He requests staff replacements well in advance before any crew member is due for vacation.

CLEANING AND MAINTENANCE

- The Executive Chef is responsible for the proper cleaning and sanitary matters regarding his Department. He ensures that all staff members fulfill these requirements and follows-up on their performance.
- He handles all working material and equipment with the necessary care and keeps it well cleaned
- He reports all necessary repairs to his superior or the Maintenance Department and follows-up on repairs
- He ensures always an up dated USPH standard.

OFFICERS AND CREW MENUS

- It is the responsibility of the Executive Chef to develop a 7-day lunch and dinner menu sequence for officers, crew and staff according to the given budget and to Union requirements.
- Lunch and dinner menu for Officers, Crew and Staff to consist of soup, salad, meat, fish or poultry, vegetables, potatoes or pasta. Italian food is requested by the Union for Italian crew members.

APPEARANCE/PERSONAL HYGIENE

- The appearance of the entire personnel on board the ship reflects the reputation and image of the Company, therefore a great deal of emphasis is placed on a professional appearance.
- The Company expects you to maintain the highest standard of personal appearance and hygiene at all times.
- If in passenger areas full uniform is to be worn: hat, scarf, jacket, name tag, pants and proper shoes.
- Have a clean neat personal appearance.
- Special attention to grooming, hygiene care and clean and proper uniforms and shoes.
- Hair must be well groomed, neat and not extend over the shirt collar and always be kept clean.
- A moustache is acceptable if kept neatly trimmed.
- Big earrings and big necklaces are not to be worn on duty and more than one moderate size ring is not acceptable.
- Smoking is not permitted while on duty.