



**Position Title:** Executive Chef  
**Department:** Food & Beverage  
**Exempt Status:** Non-Exempt  
**Supervisor:** Director of Food and Beverage  
**Approval Date:** May 2015

**General Summary:**

Responsible for the overall coordination of food preparation, cooking and baking activities, dietary standards, the quality and nutritional value of foods prepared and maintaining a positive, courteous work environment for staff and residents.

**Essential Job Duties:**

1. Supervises kitchen personnel on all shifts, staffing, scheduling, counseling, orientation, and evaluation of kitchen staff. Selects, trains, evaluates and recommends/carries out discipline to all kitchen personnel.
2. Develops menus and assures implementation of these menus. Maintains a high quality food service program for the resident and Health Center dining rooms.
3. Ensures that the Food and Beverage department meets all standards in accordance with State and Federal Health Survey process. Ensures F & B personnel are trained in and carry out efforts in this process.
4. Assures staff education is provided to kitchen employees in accordance with the staff education program. Provides on-the-job training for food preparation and kitchen employees.
5. Ensures all policies and procedures are followed in accordance with safe work practices, including but not limited to, MSDS information, infection control, universal precautions, and the Disaster Plan Manual.
6. Develops work assignments for all kitchen personnel, assigning special jobs and spot checking work to insure standards are met.
7. Promotes team work within the department and between department to ensure smooth operations and quality service to resident, co-workers and guests.
8. Supervises production, sanitation and food service to apartment residents and Health Center residents. Ensures that all food production, storage and service areas are maintained in accordance with all local, federal and state regulations.
9. Maintains essential records including menus served, number of meals served, requisitions for raw food products plus other appropriate reports, schedules, studies, etc.
10. Responsible for vendor selection, maintaining vendor relationships, inventory controls and maintaining minimum/maximum par levels.
11. Monitors temperature of meals.
12. Assists in the development and implementation of standardized recipes and menu specifications.

13. Maintains production records, time and temperature charts.
14. Attends in-service training and education sessions as assigned.
15. Familiarity with emergency procedures and required to assist with evacuations.

**Other Duties:**

1. A minimum of five years of experience as an executive chef or sous chef in a hotel, restaurant, club or other similar institution.
2. Excellent interpersonal and communication skills, solid mathematical background and an understanding of measurements and conversions.
3. Post- Secondary Courses in Restaurant Management Nutrition or related field. Degree or Certificate from a culinary institute preferred.
4. Must be **ServSafe®** Certified.
5. Operate as a member of a team both within the department and across departments.
6. Performs other work duties and responsibilities as assigned.

**Qualifications:**

1. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic. Ability to understand measurements and conversions.
2. Previous experience in nursing home food service preferred.
3. Ability to plan and organize work, set up trays and plates in accordance with diet orders, and interpret specifications and standards.
4. Ability to work in close cooperation with residents, guests, visitors, families, supervisor and peers. Requires empathy for the elderly.

**Physical Requirements/Working conditions:**

Manual dexterity for preparing food and ability to use standard industrial kitchen appliances required. Moderate to heavy physical effort. Must be able to lift and carry up to 50 lbs. independently. May be exposed to very high and low temperatures from ovens, freezers, and refrigerators. Must be able to walk and stand up to 85% of the day. Must be able to stoop, reach, and bend frequently. May be exposed to industrial cleaning chemicals and offensive odors; may need to operate the following equipment with or without reasonable accommodation: Robot Coupe, Tilt Skillet, Convection Oven, Soup Kettle, Heavy Duty Floor Mixer, Microwave Oven, Salamander Broiler, Steamer, and various carving and kitchen knives. Must be able to see, hear, and communicate with others. Requires wearing slip resistant shoes.

**HOSPITALITY PROMISES OF BAYWOODS OF ANNAPOLIS**

1. We greet you warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate your needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We make you feel important.
7. We embrace and value our differences.
8. We ask, "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

**CLASSIFICATION FOR BLOODBORNE PATHOGENS**

Level 2 classification for bloodborne pathogens: a potential exposure to human blood or bodily fluids may be anticipated. Bloodborne pathogen training is required by this facility. Hepatitis B vaccinations is offered.

**CRITICAL POSITION**

This position is a “non-critical position.” This means that its functions are not needed to be performed on a daily basis to meet resident and/or facility needs. Employees in “non-critical” positions are not required to report to work in emergency situations, weather related or otherwise. Non-critical employees may be required to report to work if the need of BayWoods dictates it. The Executive Director or Designee will make that determination.

**DISCLAIMER CLAUSE:**

I have read my job description and understand the information contained in the job description. I have received a copy of this job description. I further understand that this job description is not intended and should not be construed as an exhaustive list of all responsibilities, skills, efforts or physical requirements/working conditions associated with my job. I may be required to perform additional tasks necessary to meet standards of care and service. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

Employee Printed Name: \_\_\_\_\_ Director Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_