

BREVARD COLLEGE

BREVARD, NORTH CAROLINA

Executive Chef

Brevard College Dining services provides campus-wide food services to students, faculty, and staff on the Brevard College campus and catering events on and off campus. The college serves 600+ residential students with the meal program. The department employs approximately 35 full/part-time and student employees.

POSITION SUMMARY:

Responsible for overseeing all culinary functions for a college dining program. The person will manage and lead a culinary staff and oversee all safety and sanitation as it pertains to the dining program.

QUALIFICATIONS:

Education, Experience, Training:

Preferred Degree, Certificate, or record of formal training in Culinary Arts. At the College's discretion, the education and experience prerequisites may be accepted when the candidate can demonstrate, to the satisfaction of the College, an equivalent combination of education and experience to prepare the candidate for success in the position.

ESSENTIAL FUNCTIONS:

- Responsible for overseeing all culinary staff, production of weekly menus for students, and production of food for catering events.
- Purchasing and managing inventory within budget.
- Introduce and rotate new culinary programs and offerings.
- Responsible for food cost in purchasing and maintaining budget.
- Manage and lead a culinary team in areas of safety and sanitation as it pertains to all HACCP protocols and health department regulations.
- Responsible for developing and writing menus for weekly rotation in the cafeteria as well as for menu Banquet Event Orders (BEOs).
- Promotes the use of station based production sheets, recipes, and quality tracking logs, through generation of reports.
- Inspects the facility daily and reports deviations from standards to the director.
- Inspects and manages daily-weekly-monthly sanitation/cleaning schedules and tasks pertaining to foodservice facility and equipment.
- Places work orders in a timely manner.
- Executes and controls the quality assurance program including: training, auditing, reporting, regular and deep-cleaning schedules and daily checklists.
- Maintains and communicates a safety/security mindset which protects both the assets of the college and the personal safety of employees and customers.
- Manages and mitigates financial loss through waste management, and loss prevention, portion control and adherence.
- Responsible for inventory of goods.
- Conducts annual employee evaluations. Defines development plan for each employee.

Food Production:

- Plans and manages food production including: menu planning, inventory, production sheets, recipes

usage, quality adherence to standards.

- May be responsible for the hands on production of one or more foodservice stations, based upon needs.
- Responsible for the oversight of the productivity of all culinary staff, to include safe food handling practices, time management, and quality assurance.
- Ensures correct service, storage, labeling, cooling, and discard procedures for hot and cold food production.
- Ensures timely meal service to all service areas. Supervise service delivery during peak times.
- Personally checks the quality of foods serviced at each station, for all meals.

Apply electronically by submitting a resume and three references to the Director of Dining Services, Nicholas Carter: carterna@brevard.edu. Please reference “Executive Chef” in the subject line.

Application review begins immediately, continuing until position is filled. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all candidates considered for employment. Brevard College seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.