

EXECUTIVE CHEF*

Function of Job:

Under administrative supervision from designated administrator, responsible for supervision, planning and coordination of all food preparation activities of a large central institution kitchen or restaurant associated with the college/university.

Characteristic Duties and Responsibilities:

1. Supervise, assign and schedule work of all chefs, cooks and other supporting personnel involved in a large scale food preparation operation.
2. Plan all menus and select recipes to be used for preparation of food/specific dishes and prepare food as needed.
3. Predict customer usage and food quantities required to meet customer requests.
4. Recruit, hire, train and develop staff in conjunction with organizational directives.
5. Establish quality standards and assure that all dishes prepared meet such standards.
6. Advise chefs on the preparation of specialty items.
7. Respond to inquiries and/or complaints of diners.
8. Select suppliers and approve purchases of food stocks.
9. Oversee the maintenance of good sanitary conditions/safety practices within food preparation areas.
10. Responsible for food cost and food preparation labor cost.
11. Maintain appropriate records/files.
12. Perform related duties, as directed.

Minimum Acceptable Qualifications:

1. Two years of formal post-high school training in food preparation principles/techniques and five years experience in quantity food preparation, including two years at a supervisory level.
2. Expertise in the preparation of gourmet dishes/specialty items.
3. Sound knowledge of materials/methods used in large-scale cooking.
4. Knowledge of the operation of all types of standard kitchen equipment/machinery.
5. Expertise in food values and nutrition.
6. Ability to plan/coordinate a large scale food preparation operation.
7. Supervisory ability.

Additional Desirable Qualifications:

1. Experience at a quality restaurant noted for the preparation of gourmet food.
2. Supervisory experience at an institution or restaurant similar to the one at the USNH campus.

9/30/05
System Approval

9/30/05
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 6/2/75 as "Chef II", revised 3/16/78 and 8/9/94 under Chef III (Executive Chef) title.