

Spec. Code: 0728  
Occ. Area: 01  
Work Area: 380  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 03/01/01

## **EXECUTIVE CHEF**

### Function of Job

Under administrative supervision, the executive chef provides professional food production services and management for a University food service operation.

### Characteristic Duties and Responsibilities

1. Develop full-course gourmet meals
2. Assist in the management of a food service department
3. Plan, organize and supervise the preparation and utilization of all foods for the food service department
4. Develop training programs for food production staff
5. Supervise lower-level food production staff
6. Assist in the hiring of lower-level food production staff
7. Monitor current developments in the food service environment, recommending acquisitions and procedural changes
8. Supervise the development of menus for catered events and the food service department
9. Performs other related duties as assigned

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. (A) Bachelor's degree in a field related to institutional food service management (such as institutional food service management, restaurant management, foods-in-business, or dietetics)

or

(B) Comparable vocational training from an accredited School of Culinary Arts and 2 years work experience in the culinary arts

or

(C) Any combination of education, training, and work experience in the culinary arts that is equivalent to 4 years

- 2. Five years of work experience in the culinary arts, four of which must have been in a supervisory capacity.
- 3. Possession of a current Certified Executive Chef certification issued by the American Culinary Federation.
- 4. Proof, within the 6-month probationary period, of certification as a Food Service Sanitation Manager, as prescribed by the Illinois Department of Public Health.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. Thorough knowledge of techniques used in the safe and sanitary handling of food
- 2. Knowledge of materials and methods needed in the preparation of food on a large scale
- 3. Knowledge of menu planning
- 4. Knowledge of the use, care, and layout of kitchen equipment
- 5. Strong verbal and written communication skills
- 6. Strong organizational skills
- 7. Strong presentation skills in relation to food arrangement and presentation

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