



## **Phillips Seafood Restaurants**

**Position Title:** Executive Chef

**Direct Report To:** General Manager

### **POSITION SUMMARY:**

Responsible for providing overall management guidance to culinary team with regard to quality, profitability, guest satisfaction, execution and staffing.

### **Primary Responsibilities:**

#### Leadership

- Set the appropriate example for management, supervisors and all staff to follow.
- Maintain and advance the effectiveness & credibility for this position, as well as help develop leadership skills of management in your unit.
- Assist the General Manager in maintaining the overall success of the operation and contribute to the increase in sales, productivity and moral throughout.

#### Menu Execution and Cost

- Ensure accurate specifications and plate presentation for ALL current menu items
- Ensure operational cost objectives are being met and any complications are resolved in a timely fashion.
- Maintain proper waste, temperature and inventory controls throughout the kitchen operation.
- Manage all efforts to reduce labor, supply, food cost in the operation.

#### Food Safety, Sanitation & Cleanliness

- Ensure the management team is upholding the highest level of safety at all times and holding all members of staff accountable for following proper sanitation procedures.
- Maintain the overall cleanliness of the kitchen operation and ensure cleaning matrices, walkthroughs and R&M work is being done on a regular schedule.

#### Financial

- Ensure operational cost objectives are being met and any complications or roadblocks are resolved in a timely fashion.
- Maintain control of financial goals and objectives for food, supplies and labor costs for the operation, which are passed through from the General Manager and Controller
- Ensure proper scheduling procedures, inventory standards, waste management policies are all being followed and are positively impacting operational costs.

### **KEY ATTRIBUTES REQUIRED**

- Highly ethical: always representing self and the Phillips organization appropriately.
- Commitment to Company vision, values & mission.
- A "Brand Champion" ...always safeguarding the Phillips Brands
- Ability to work independently...but also a consummate team player
- Must meet physical demands of the work environment.
- Well defined interpersonal/communication skills
- Organizational & Planning skills...but highly flexible and adaptable
- Hold self and others accountable to assigned responsibilities
- Objective situational analysis and relevant action planning to achieve results

September, 2016