

# Mazatzal Hotel & Casino

## JOB ANNOUNCEMENT

**POSITION:** Executive Chef  
**DEPARTMENT:** Food & Beverage  
**STATUS:** Full-time  
**SHIFT:** Days/Swings  
**SALARY:** DOE

**REPORTS TO:** Food & Beverage Director  
**SUPERVISES:** Back of House personnel

**JOB SUMMARY:** Assists the Food and Beverage Director and takes responsibility for all F&B areas. Assists in hiring, scheduling, reviewing, seating and implementing procedures and policies. Fills in for and assists all other employees as needed. Manages kitchen efficiently and profitably. Supervises kitchen personnel. Develops and implements procedures and schedules employees. Prepare menu specials and recipes. Conducts ongoing training of kitchen personnel. Ensures proper amount of supplies. Responsible for cost control in food and labor.

### ESSENTIAL JOB FUNCTIONS:

- Assists Food and Beverage Director in running the department, including administrative and secretarial work, interviews, and maintaining products, supplies, and equipment.
- Ensures compliance with all regulations regarding health and safety for employees and customers.
- Covers shifts when needed.
- Ensures food quality and quantity in dining room.
- Performs personnel functions including interviewing, hiring, completing evaluations and disciplinary as necessary. Trains subordinates.
- Delegates work and cleaning duties.
- Makes recommendations to improve menu offerings, service, and procedures.
- Monitors food temperatures and times on precooked food.
- Schedules and assigns work shifts, review time cards prior to submission to payroll.
- Conducts training of personnel to insure a cohesive work force.
- Keep employees abreast of casino directives and policy changes as they occur.
- Performs other job related duties as assigned.
- Assumes overall responsibility for efficient operation of the kitchen.
- Plans daily specials for lunch and dinner.
- Works regular shifts on line.
- Responsible for procurement of food.
- Checks portions to make sure they conform to standards.
- Establishes and maintains security of all products, supplies, and equipment.
- Provides daily/weekly prep and cleaning list for staff.
- Keeps walk-ins and storage areas neat, clean, and organized.
- Preps food daily.
- Maintains a clean, sanitary kitchen, dish room, and storeroom.
- Controls energy cost in the kitchen.
- Performs other supervisory functions as requested by Food and Beverage Manager.
- Menu engineering & development
- Research and develops new products.
- Performs other job related duties as assigned.

### MINIMUM QUALIFICATIONS:

- Two to five years experience in education, self-directed learning, career development, or related field.
- Experience in conduction/ facilitating adult training courses preferred
- High School diploma or GED recommended. Bartending school helpful.
- Must be able to obtain or have a health certification.

### PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Read, write, speak and understand English.
- Operate in mentally and physically stressful situations.
- Must be able to lift up 35 pounds and carry up to 35 pounds.

OPENING DATE: MAY 16, 2023 | CLOSING DATE: MAY 30, 2023

**Mazatzal Hotel & Casino reserves the right to make changes to the above job description whenever necessary.**