



## Job Description

### A. **Position Identification**

Job Title : Executive Chef  
Name :  
Job Grade : 2  
Department : Administration  
Responsible To : General Manager

Job Purpose:

In charge of food program over supervision of everything relate with food execution food costing and back of the house operation.

### B. **Reporting Relationship**

General Manager —→ Executive Chef

### C. **Key Result Areas**

1. Planning and design new menus.
2. Overseeing food production and presentation.
3. To develop standards recipes and methods of preparation in high level.
4. To advise on choice of kitchen equipment.
5. Have a good communicate with purchasing and suppliers contractors to ensure that all product are carried out within the agreed in budget and to required standard.
6. To work closely with the chief accountant and management on the development of food control procedures.
7. To keep abreast of new development, techniques and equipment.
8. To investigate food cost problems and find solutions.
9. To provide training program to new staff.

**D. GENERAL**

1. Contributes to the morale and team spirit of the restaurant by maintaining effective relationships with colleagues.
2. Performs additional duties as directed by supervisors.
3. Makes appropriate suggestions and recommendations to management for the general improvement of the hotel.
4. Is fully conversant with all health and safety, fire and emergency procedures.
5. Maintains a high standard of personal hygiene, dress, uniform, and body language.
6. Is polite and professional in any situation where the image or regulation of the restaurant is represented.
7. Attends meetings and training as required by supervisors.
8. Ensures that all activities are carried out honestly, ethically, and within the parameters of Chinese law.
9. Interacts with guests actively soliciting feedback.

**E. Performance Evaluation Criteria**

1. Achievement of the goals and objectives of the Restaurant.
2. Quantity and nature of guest comments and complaints.
3. Staff training and development
4. Financial performance of the Restaurant.

**F. APPROVALS**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_