



Head Chef

Role Overview

The Head Chef is responsible for all back of house operations of the Bistro. The Head Chef creates the kitchen culture and provides quality culinary services according to Bistro's business model and brand. The Head Chef oversees all kitchen staff, participates in hiring, training and development of staff, and provides performance appraisals and disciplinary action when necessary. The Head Chef determines the menu changes, equipment and ingredients that are necessary, and handles special menus and features using fresh, quality ingredients.

Reports to: General Manager

Primary Duties and Responsibilities

- Ensure consistent food preparation and the highest calibre of food presentation, taking advantage of all opportunities to improve upon both, and ensuring communication to the kitchen staff.
- Ensure compliance with operational and safety standards. Enforce health & safety policies and sanitary practices by being actively involved in maintaining and improving a safe work environment. Ensure incident reports and incident investigations are submitted and followed up with.
- Coach and provide leadership to all kitchen staff ensuring training and development are aligned with the values and guidelines of the Bistro.
- Create, implement, and maintain back of house cost control objectives and ensure they are met.
- Order inventory of food, supplies, and ensure equipment is maintained for the operation of an efficiently run kitchen while maintaining cost control objectives.
- Manage and lead staff hiring, training, regular performance appraisals, disciplinary action, and terminations with the Bistro Lead.
- Establish and maintain controls to minimize food and supply waste and theft.
- Prepare weekly staff schedules and monitor staffing levels in conjunction with determined budgets.



- Develop menu items and seasonal features that enhance the brand and contribute to the financial objectives of the Bistro, working in conjunction with the Bistro Lead and General Manager.
- Respond in a positive and timely manner to all internal and external guest requests and complaints.
- Prepare necessary data for the BOH budget; project annual food and labour costs and monitor actual financial results.
- Monitor financial performance and take corrective action where necessary to help ensure that financial goals are met.
- Ensure that the morale of the kitchen is maintained by practising positive strategies to motivate staff and to create an environment aligned with the company culture.
- Actively participate in environmental initiatives, working towards sustainable operations.
- Ensure all administrative forms are completed (HR, Payroll, and Accounting) and submitted on time.
- Ensure monthly inventory is completed and investigate any discrepancies.
- Maintain the kitchen uniform inventory.
- Raise the standards within the department and bring new concepts forth.
- Strive to advance knowledge, skills and abilities and consistently share these with others.
- Attend meetings, events, and training as required.

Requirements

- Culinary Education Trade Papers, Red Seal or equivalent required.
- Minimum of 3 years experience in a Head Chef or Senior Sous Chef position in a high volume and upscale environment.
- Minimum of 8 years of combined experience in the trade of cooking.
- Food Safe Certification.
- WHMIS an asset.
- Extensive knowledge of food handling and sanitation standards
- Understanding of purchasing and maintenance of kitchen equipment and supplies.
- Financial management skills, e.g. ability to understand and manage operating budgets, forecasting and scheduling.
- Strongly demonstrated creativity in all areas relating to food.



- Food and beverage culinary management experience with demonstrated leadership.
- Excellent communication and interpersonal skills.
- A thorough background in banquets, fine dining, and catering.
- Self motivated, with a positive attitude and a consistent display of professionalism.
- Computer literate with MS Office applications.
- Background in culinary competitions is beneficial.

Work Conditions

- Occasional environmental exposures to cold, heat and water.
- Must be able to transport up to 25 kg on occasion, and up to 10 kg regularly.
- Will be constantly exposed to high temperatures in the kitchen environment.
- Manual dexterity required to use knives and kitchen appliances.
- Overtime as required.
- Ability to work a flexible work schedule, weekends and holidays will be required, as well as mornings and evenings.
- High stress, fast-paced environment.