

Job Description

Post: Executive Chef
Department: Galley

Immediate superior: Hotel Manager

Responsibilities:

Responsible for the entire galley sector - supervising and co-ordination of all works in the assigned department
Responsible for ordering / purchasing of food in co-operation with Hotel Manager
Cost and budget control of entire galley sector, analysing of costs together with the Hotel Manager
Planning and compiling menus according to the preset standards and budgets
Implementation as well as continual maintenance and improvement of the quality standards
Responsibility for the adherence of all relevant hygiene (HACCP), safety and environmental regulations in the galley
Responsibility for the careful handling of all equipment and machinery in the galley
Always available as contact for passengers regarding inquiries, complaints and suggestions for food and meals
Always available as contact for all those working in the galley sector
Motivation of galley crew to excellent service
Planning, organising, delegating special functions in the galley
Delegating service schedules in the galley department
Delegating vacation schedules in the galley together with Hotel Manager

Qualifications / Experience:

Professional diploma as cook, preferably Chef de Cuisine's diploma
Experience as Executive Chef/Chef de Cuisine in a variety of operations or internal qualification
Supplementary courses / training
Experience in managing complaints
Good knowledge of English language

Position requirements:

Minimum age approx. 30 years
Specialist competence, ability to work under duress, reliability, creativity
Cost and quality awareness
Self-assured and calm manner towards staff and passengers
Well-groomed and clean appearance
Quality of leadership, capable of motivation

Area of responsibility / authority

The Executive Chef is a competent specialist and disciplined superior for the entire galley sector. He gives instructions to all galley staff.

Deputy in case of absence: Sous Chef