

## ***Executive Chef*** **Position Description**

JOB TITLE: Executive Chef  
REPORTS TO: General Manager  
TEAM: HTLP

### **POSITION SUMMARY**

The Executive Chef, reporting to the General Manager (and/or to any other person so designated by the employer), has responsibility for the culinary programs at all Haida Tourism Limited Partnership (HTLP) assets. The Executive Chef ensures that the quality, quantity and presentation of all food meets the highest standards. The position is based in Haida Gwaii, with some travel required.

### **KEY DUTIES AND RESPONSIBILITIES**

- develop and deliver a culinary program, which is most suited to the property's clientele and marketing, and meets the highest quality, quantity and presentation standards
- adhere to a budget, in relation to both food ordering, staffing and other costs
- work with Human Resources and HTLP management to attract and retain staff to deliver the best possible culinary service to our clientele
- mentor culinary staff to support success, including participating in delivery of culinary services as required. Provide recipes, training and costing. The Chef will discipline, hire and terminate.
- Monitor the various kitchens in relation to functionality and make recommendations for improvement or maintenance
- Ensure a positive working environment based upon excellence, compliance with all laws and regulations, discipline, learning and development and respect
- **Other related duties as required**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Significant and successful supervision experience
- Financial experience in developing and staying within budget, costing of meals, etc.
- Effective communication and people skills
- Passion for providing excellent customer service
- Basic level skills using MS Office: ability to maintain existing Excel workbooks and templates, create and format simple Word documents, and effectively communicate by email and organize weekly calendar in Outlook
- Demonstrated ability to meet deadlines
- Proven capacity for collaboration, building and working with a team
- Ability to travel with B.C.

### **TRAINING, EDUCATION AND EXPERIENCE**

- Provincial trade qualification or equivalent (Journeyman/Red Seal); Certified Chef de Cuisine (CCC); a diploma from a recognized culinary school and all necessary certifications
- Minimum five years experience as an Executive or Head Chef in a similar destination resort or lodge