

Executive Pastry Chef

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Company: Sierra Executive Solutions Inc

Location: Reno

Category: management

Sierra Executive Solutions, Inc. (SES) is a 3rd party search firm recruiting for a hotel client's Executive Pastry Chef / Manager in Reno, NV. The hotel property is a multi-outlet restaurant operation, to include an upscale Steakhouse, and the property is newly remodeled.

General Summary of Job Duties

The Primary Resort Executive Pastry Chef's responsibilities include oversight of all baking and pastry operations which encompass multiple outlets, function space and production kitchen. The Resort Executive Pastry Chef will drive and assist with maintaining operational and service standards to ensure they are consistent with departmental and company expectations and culture.

Essential Job Responsibilities and Duties

Maintain a high quality of guest service according to company Mission Statement and F.A.S.T. Track Values Statement.

Oversees all pastry kitchen operations and functions, including management and training of all bakery staff.

At times will actively be responsible for assisting in kitchen when necessary including, prep, station work, baking, putting requisitions away and any additional assignments from senior leadership.

Drives the dessert process with production and creative solutions to dessert menus.

Establish and maintain relationships in conjunction with the purchasing department, Vendor Partners and continually researches vendor opportunities, pricing, service, and evaluates vendor relationships to the benefit of the facility

Maintain an active presence throughout the kitchen, restaurant, and event spaces – participate/lead in daily line-ups and regular department meetings, conduct daily walk-throughs of operational setups, coordinate, and participate in REO/BEO meetings.

Utilize labor effectively to meet budgets while ensuring high standards of Quality, Service & Cleanliness. Schedule labor as required by anticipated business activity while ensuring that all positions are staffed as needed and labor cost objectives are met. Monitor budgets and payroll records and review financial transactions to ensure that expenditures are authorized and budgeted.

Prepare operational reports and analyses setting forth progress and adverse trends and making appropriate recommendations.

Work with Resort Executive Chef to instill company culture, build morale and create an ongoing positive work environment, using established as well as newly developed initiatives.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Responsible for ensuring that all financial (invoices review and submission, reporting, paid-outs) and personnel/payroll-related administrative duties are completed accurately, on time, and in accordance with company policies and procedures.

Ensure when applicable, colleagues have current knowledge of outlet offerings, products, services, facilities, events, pricing and policies and knowledge of the local area and events

Develop a strategy with purchasing that assures a stable supply, optimal long-term cost structure that aligns with business goals for a multi-division operation.

Coordinate with Culinary Leadership and Resort Food and Beverage Director in the development of recipe and menu products.

Development of culinary department training and succession path.

Regular interactions with leadership to ensure product satisfaction and guest needs are being met.

Oversees and expedites proper product storage, quality, presentation and consistency.

Oversees accountability of all Sous Chef, bakers, and support personnel through effective and consistent communication and delegation.

Coordinate procurement with purchasing and receiving departments to ensure timely and quality purchases.

Develop strategic business cases to secure approval for department budgets and funding needs; oversee and manage the pastry department budget.

Responsible for strategic planning, financial analysis and planning, budgets, inventory control, sanitation and safety, training and development, staffing, employee relations, menu planning and analysis, Capital planning, project work, event planning and execution, Catering support and Talent Review planning.

Familiarity with restaurant management software, like OpenTable, InfoGenesis and RedRocks.

Completes assigned administrative duties including but not limited to recipe writing and costing, menu additions, seasonal menu changes and event menus proactively and on time

Thorough knowledge of applicable Company and departmental policies and procedures as well as the willingness to learn and follow any policy or procedure that may be introduced in the future.

Adhere to all property appearance and uniform standards.

Maintain an open line of vertical and horizontal communication with Management.

Maintain a positive and professional demeanor during all interactions with guest, fellow Employees, and Vendors.

Ability to accept performance feedback in a professional manner.

Regular attendance and arriving on time to all scheduled shifts, events, and mandatory meetings

Other duties as assigned.

To perform the job successfully, an individual should demonstrate the following F.A.S.T.

Track Principles:

FRIENDLINESS ACCOUNTABILITY - SERVICE EXCELLENCE - TEAM

Skills, Education and Other Requirements

Must possess a minimum of three years' experience as an Executive Pastry Chef and/or a minimum of five years in a pastry kitchen management role.

A degree in Culinary Arts and Food Service Manager's Certification recommended.

Must have basic computer skills, basic math skills and be able to read, write and have command of the English language.

Must be flexible.

Required Work Cards

Identification that establishes identity.

Identification that establishes the right to work in the United States.

Machinery, Work Equipment, Programs, Software, Hardware Used

Computer knowledge, phone, fax, copier, and calculator.

Must be able to operate, and train employees on the proper usage of all kitchen appliances

and cooking utensils associated with a commercial restaurant.

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