

BRIGGS WOODS CONFERENCE CENTER



JOB DESCRIPTION

BRIGGS WOODS CONFERENCE CENTER EXECUTIVE CHEF

Job Title: Briggs Woods Conference Center Executive Chef

Reports To: Hamilton County Board of Supervisors

Status: Full Time/Salary

50k-80k

Applicants must submit or mail a cover letter and resume to jkloberdanz@hamiltoncounty.org or by mail to 2300 Superior St. Suite 3 Webster City, Ia 50595

JOB SUMMARY

The Briggs Woods Conference Center Executive Chef is responsible for managing all operational aspects of the facility and staff. Culinary development, oversight, and execution are a primary focus. Oversight includes budgeting, facilities maintenance, financials, checks & balances, coordination of events, staff supervision and marketing of the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promotes a vibrant, unparalleled event experience for the customer.
2. Manages Event Coordinators that receives and coordinate bookings and rentals for the Conference Center and monitors results thereof.
3. Trains, supervises and maintains an appropriate list of available staff to meet event requirements.
4. Implements Hospitality standards to be adhered by all staff.
5. Is fully capable and knowledgeable in food safety
6. Plan and direct food preparation and culinary activities.
7. Modify menus or create new ones that meet quality standards.
8. Estimate food requirements and food/labor costs.
9. Supervise Kitchen manager/sous chef.
10. Arrange for equipment purchases and repairs.
11. Hold kitchen staff to high standards of quality, taste, plate presentations, and effective service execution.
12. Is available to work an irregular schedule as required ensuring proper coordination of events and activities scheduled in the facilities.
13. Works with the Briggs Woods Conference Center Advisory Board to seek input regarding policies and procedures, facility management guidelines, and formation and implementation of the marketing plan, and the identification/recruitment of “sponsored” special events.
14. Implementation of policies and procedures as they relate to facility operations and on-going review and addition/revisions as necessary following approval of the Hamilton County Board of Supervisors.
15. Responsible for receipts, expenses, funding, budget, records and similar aspects for the facility.
16. Investigates complaints and handles such problems in a professional and satisfactory manner.
17. Assures the facility property is maintained in excellent condition.
18. Coordinates with Hamilton County Board of Supervisors maintenance needs of the Conference Center.
19. Works jointly with the Briggs Woods Golf Course Manager concerning shared events, shared employees, shared responsibilities and budgeting of certain shared expenditures.

20. Communicates effectively with other affected parties, including, Hamilton County Conservation Board, Webster City Chamber, Hamilton County Tourism, City of Webster City, Central Iowa Tourism, and local service groups.
21. Performs other duties as assigned by the Hamilton County Board of Supervisors.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Expertise in culinary arts and the execution of events.
2. Ability to prioritize, organize and execute
3. Knowledge of business management practices and procedures.
4. Ability to compile and maintain records for personnel scheduling, and event scheduling.
5. Knowledge of procedures and requirements of the meeting planning and event business to ensure good relationships with clients, guests, event planners and meeting professionals.
6. Ability to exercise sound judgment and make proper decisions in handling incidents at all types of events.
7. Ability to communicate in a clear and concise manner, both orally and in writing.
8. Proven ability to deal in a professional and cordial manner with the public attending events.
9. Ability to plan, service and supervise a variety of events.
10. Ability to anticipate equipment and other needs for individual events.
11. Strong attention to detail and passion for customer service.
12. Ability to work in a face paced environment
13. Possess the ability to perform all duties of Conference Center Staff

EDUCATION and/or EXPERIENCE

Culinary Degree or Business Management Degree is a plus but not a necessity. Experience in culinary arts is essential. Five to seven years' experience in managing/coordinating events in a convention and/or conference center; or equivalent combination of education and experience. Knowledge of marketing and branding concepts.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to deal effectively and courteously with lessees, user groups, their representatives and the general public.

MATHEMATICAL SKILLS

Ability to create, apply and maintain budgeting standards as set by the Hamilton County Board of Supervisors.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a current, valid driver's license and a current working personal telephone with a number that can be accessed by staff for business contact purposes. Will be required to pass Servsafe certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 60 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to fumes or airborne

particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, but there will be cases where the noise level is loud to extremely loud.