



**SASKATCHEWAN INDIAN GAMING AUTHORITY
JOB DESCRIPTION**



EXECUTIVE CHEF

Department:	Food & Beverage	Grade in Wage Grid:	7
Last Revised:	December 2014	Home Business Unit:	XX330

This document describes the general nature and typical responsibilities of this position, as of the revision date above. It is not intended to be an all-inclusive list, and SIGA may change the responsibilities as necessary to meet business and organizational needs.

Reporting Structure:

Reports to:	Direct reports:	Indirect reports:
Food & Beverage Manager	Kitchen Supervisor Cook Prep Cook Kitchen Steward Dishwasher	None

Main Duties:

This position delivers **quality, value priced dining**, and builds strong relationships internally and externally (**Miyo-wichétowin**), by providing overall management and oversight of the kitchen.

Responsibilities include: Providing effective management of Kitchen staff, promoting good relationships and ensuring they have the knowledge and tools they need to succeed. Leading, planning and analyzing Kitchen operations. Managing all Kitchen resources including budgets, inventory, procurement, and equipment. Seasoning and cooking food in a wide variety of preparations. Monitoring compliance with policies, procedures, and standards. Modeling SIGA's values, and presenting a positive image of SIGA in the community. Participating in other projects and activities as required, to maintain exceptional food quality and operational efficiency.

Key Work Activities:	% Time Spent
1. Providing effective management of Kitchen staff, promoting good relationships and ensuring they have the knowledge and tools they need to succeed <ul style="list-style-type: none"> a. defining clear work expectations, providing coaching, guidance, feedback and support b. being a role model regarding hygiene, food quality, and work safety c. coordinating departmental training opportunities, including formal and on-the-job training d. monitoring work schedules to ensure they are fair and efficient while staying within budget e. ensuring acceptable staffing levels are maintained through recruitment and retention, including replacement/call in staff f. handling disciplinary matters up to and including termination, fairly, consistently, confidentially, and in accordance with SIGA's progressive discipline processes 	40
2. Leading, planning and analyzing Kitchen operations <ul style="list-style-type: none"> a. ensuring that communication on Casino and SIGA initiatives flows to all kitchen staff b. maintaining strong partnerships with other departments as well as external stakeholders and vendors c. carrying out analysis to guide decision making, diagnose inefficiencies, and improve guest satisfaction (i.e. process improvement, setting food production standards, taking guest feedback to inform menu adjustments, etc.) 	25

<ul style="list-style-type: none"> d. maintaining up-to-date knowledge of best practices in Kitchen management through on-going professional development e. implementing menus as required, including: researching and developing feature menus; launching and consistently executing standardized menus; working with the Food & Beverage Manager and Events Coordinator to create special request menus 	
<p>3. Seasoning and cooking food in a wide variety of preparations</p> <ul style="list-style-type: none"> a. safely using all kitchen equipment b. working in all sections of the kitchen, from buffet, reception and plated service, to menu service c. following recipes, using judgment and experience d. maintaining consistent high quality of foods prepared e. following portion controls, weighing, measuring, converting, etc. f. garnishing food according to menu specifications g. minimizing waste and monitoring product/ingredient quality 	25
<p>4. Managing all Kitchen resources including budgets, inventory, procurement, and equipment</p> <ul style="list-style-type: none"> a. monitoring, tracking and reporting on expenditures compared to revenues b. overseeing and training staff on proper stock management, including stock rotation, storage conditions, inventory maintenance, receiving, developing order guides, par stock levels, etc. c. fulfilling contractual obligations to suppliers d. ensuring accuracy of orders e. proposing equipment purchase/replacement 	10
<p>5. Assisting in the selection of apprenticeship candidates, providing mentoring, instruction and guidance as required by their programs</p>	As required
<p>6. Monitoring compliance with policies, procedures, and standards</p> <ul style="list-style-type: none"> a. implementing standardized menus and monitoring adherence to recipes b. ensuring that food is cooked and served at the correct temperature, and delivered in a timely manner c. collaborating to establish operating procedures that are clear, efficient and support service delivery d. serving as a resource to supervisors and staff regarding policies and processes e. reviewing operational results, identifying bottlenecks or problems, and adjusting practices to resolve issues f. investigating and preparing response to reports, audits and inspections, including OH&S, Public Health, and other auditing bodies 	Continual
<p>7. Modeling SIGA's values, and presenting a positive image of SIGA in the community</p> <ul style="list-style-type: none"> a. promoting a sense of pride, belonging, and competence among staff (Miskâsowin) b. conducting business with integrity, honour, and discipline (Tâpwêwin) c. being hospitable, considerate, and respectful in all interactions with staff and guests (Miyo-wîchêtowin) d. promoting understanding of SIGA's contributions to the community (Wîtaskêwin) e. displaying integrity and leadership at all times, while inspiring and motivating Kitchen associates to perform to the best of their abilities 	Continual
<p>8. Participating in other projects and activities as required, to maintain exceptional food quality and operational efficiency</p> <ul style="list-style-type: none"> a. addressing customer complaints in a timely manner b. maintaining proper documentation of all activities, expenditures, staff paperwork, 	

etc.

Conditions of Employment:

- Must consent to a background check in order to qualify as a gaming employee
- Must obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA)
- Must be 19 years of age or older

Working Environment:

- High noise levels
- Congested workplace
- Irregular hours including evenings, nights, weekends and holidays
- Steam/Heat/Moisture (grills, ovens, fryers, boiling water, hot pans and plates up to 500F)
- Sharp objects (knives, broken glassware)
- Slippery floors

Physical Demands:

- Freedom of movement
- Standing/Walking (>2hrs at a time)
- Repetitive motion/Coordination of fine or coarse movements (food preparation, knife skills)
- Lifting (~50 lbs, i.e. food products, potatoes, carrots, flour, etc.)

Health and Safety:

- **Rights:** All Saskatchewan Indian Gaming Authority employees have the right to information on potential hazards in the workplace; the right to participate in Occupational Health and Safety decisions; and the right to refuse unusually dangerous work.
- **Responsibilities:** All employees must co-operate with the Joint Occupational Health and Safety Committee; remain alert to changes or events that might affect guest and employee safety; report safety issues, accidents or injuries *immediately*; follow safe work practices; and use their training and knowledge to help other employees work safely as well.
- Managers are ultimately responsible for providing a safe and healthy workplace, and so must make the health and safety of all workers a priority. Related responsibilities include: ensuring workers and supervisors have the information, training, supervision and experience to do their jobs safely; ensuring that workplace injury/incident reporting is completed in a timely manner; supporting the OH&S Committee by involving the Committee in health and safety activities, encouraging Committee participation, and allocating time and resources; actively measuring and working to improve the health and safety performance of their area; and implementing safety policies and standards.
- **Use of Personal Protective Equipment:** Hand protection (rubber gloves when cleaning); hair restraints; safe use of dangerous equipment, i.e. slicer guards

Competency Statement

Executive Chef

Core Competencies

ADAPTING TO CHANGE	Ability to facilitate change by developing action plans and systems. Competency definition: An employee demonstrates this competency by assessing, initiating, and approving operational changes that are aligned with organizational priorities (particularly to improve the patron and/or employee experience). They provide their support by ensuring change roll-out plans are in place, following up to ensure initiatives don't linger forever, and providing a second level of enforcement regarding operational changes. They are experts in change management. They formally recommend changes to policies, systems, and structures in order to improve performance and support progress towards organizational goals.
COMMUNICATION	Ability to select the appropriate communication methods and tools, depending on the audience and situation. Competency definition: An employee exhibits this competency by adjusting the way they communicate to match the mood/character of the recipient, and the purpose of the communication. They evaluate the best format, style, or approach for the situation, and frame the content of their communication accordingly. They are aware of the communication filters that can sometimes prevent mutual understanding. They are able to plan and deliver effective presentations that suit the occasion.
CUSTOMER SERVICE	Ability to implement systems and processes that promote exceptional customer service. Competency definition: They review unit or departmental customer service standards and evaluate results. Depending on the flexibility in their area, they may independently set service standards, or consult with others to develop proposals for standards that are approved at a higher level. They model and promote customer-centered business processes and decision making. They typically have the ability to make exceptions to promote positive guest relations (i.e. comps). They lead the implementation of unit and department systems to support the provision of exceptional customer service.
DECISION MAKING	Ability to analyse issues or problems, consider multiple factors, and develop creative solutions. Competency definition: An employee exhibits this competency by effectively handling moderately complex issues. Moderate complexity means issues with multiple contributing factors where problem solving involves multiple steps, stakeholders, and possible solutions. They are expected to weigh pros and cons and justify their decisions. A project-based approach may be used to handle investigation, research, consultation, decision-making, approvals, communication, and implementation of decisions. Immediate response may be required, but decision-making time frames are typically longer with time to plan. Impact of decisions is usually on more than one functional area.
RESULTS ORIENTATION	Ability to evaluate and facilitate progress toward unit or departmental goals, holding staff accountable for meeting commitments. Competency definition: An employee exhibits this competency by setting department or unit goals, and evaluating progress toward those goals. They establish measurable outcomes, find resources, and obtain co-operation from other departments/units when required. They may involve staff in setting action plans; they ask for - and get - commitment from their staff to follow through on those plans.
WORKING WITH OTHERS	Ability to build and maintain strong working relationships with other departments and units. Competency definition: An employee exhibits this competency by extending and strengthening their relationships beyond their immediate work group. They may routinely require information from other departments in order to carry out their job duties, or others may require information from them; mediating those relationships is critical to success and may require additional effort, as day-to-day contact may be limited. Recognition of common goals outside the immediate work group, empathy for others priorities, and sensitivity to work flows in other areas (i.e. year end in Finance).

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Job-Specific Competencies

Working knowledge of MS Word, Excel and Outlook.

Knowledge of food and beverage operations, including menu planning, scheduling, inventory control, procurement, costing, provincial legislation/regulations, and safe food handling.

Working knowledge of time and attendance tracking software, and purchasing software.

ORGANIZATIONAL KNOWLEDGE

Knowledge of SIGA's guiding principles, structure, and First Nations culture.

LEADERSHIP

Ability to use personal commitment and positive attitude to motivate and guide others to achieve goals.

MANAGEMENT

Ability to lead unit staffing and evaluation activities.

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