

CLEVELAND METROPOLITAN SCHOOL DISTRICT

www.clevelandmetroschools.org

Phone: (216) 838.0443)

Executive Chef

Under the direction of the Executive Director, this position will manage the Bistro (quick service restaurant for staff). Train all School Nutrition employees. Supervise all catering functions. Develop nutritional recipes for the restaurant.

Duties and Responsibilities:

- Supervise Bistro staff to include training to use best practice food production techniques.
- Estimate and requisition food quantities, equipment and supplies needed; receive, inspect and verify delivery of food supplies.
- Assure proper cleanliness and maintenance of equipment and supplies used; assure proper temperatures of food storage units (freezers, refrigerators and hot boxes).
- Develop recipes, menus and item pricing.
- Maintain reports such as inventory and requisitions; complete daily menu production records as required.
- Assure accuracy of daily cash and sales receipts; count money drawers and verify balance; prepare deposit slips and submit to appropriate staff.
- Operate a variety of restaurant equipment and machines including slicer, grader, mixer, laminator and computer.
- Create menus and recipe development.
- Ensure efficient execution and delivery of all catering orders.
- Training on food production techniques for all CMSD food service employees.

Qualifications

- High school diploma or GED required.
- Associates degree in Culinary Arts required.
- Bachelor Degree preferred (must be from an accredited Culinary Institute).
- ServSafe Manager Certification required.
- 5 years of Chef experience in a full-service restaurant to include supervision of staff.
- Demonstrated knowledge of current restaurant industry trends.
- Strong knowledge of local, state and federal food sanitation regulations.
- Understands performance metrics, data, ordering and inventory trends.
- Maintain effective customer rapport for mutually beneficial business relationships.

- Ability to lift up to 40lbs.