



FREDERIK MEIJER Gardens & Sculpture Park

Job Description - Catering Production Chef

Department: Hospitality

Pay Type: Hourly, Full-time, Non-Exempt

Application Deadline: June 6, 2019

Supervisor: Executive Chef

Date Posted: May 29, 2019

Position Summary: Lead a production team of culinary professionals that reflects quality and creativity and inspires passion for the end product. Position is responsible for ensuring all catering production is carried out efficiently, accurately, and representative of a best-in-class catering operation. Position will use time management and prioritization skills to determine required tasks and will be flexible and willing to step in and assist with all kitchen functions.

Essential Functions:

Oversee and ensure completion all food service production for catered events.

- Prioritize, delegate, and execute all catering production in accordance with production sheets and established recipe specifications
- Monitor freshness of products and ensure quality standards remain best in class for food production, distribution and presentation
- Participate in morning team meetings and ensure expectations for production team are established and understood
- Ensure production is carried out efficiently and deadlines are met
- Use standardized portion guides and recipe yields to ensure production accuracy
- Ensure proper storage procedures and organization of incoming product orders
- Maintain an organized inventory and ensure product is stored in the established locations
- Assist training and staff development
- Monitor and maintain cleanliness and general organization of catering kitchen and equipment in accordance with cleaning checklists.
- Maintain clean & organized food storage areas (coolers, freezer, dry storage)
- Ensure the daily set-up, clean-up and sanitation of food service areas
- Monitor maintenance and upkeep of equipment and report all service needs to Sous Chef or Executive Chef
- Maintain Health Department standards and sanitation certifications
- Track and log catering waste and departmental transfers
- Oversee and coordinate concession's food production for summer concerts
- Oversee and coordinate hospitality rider's food production for summer concert series
- Maintain quality communications and organizational skills; meet deadlines
- Contribute to a positive team approach and professional customer service by working in both the back of house and front of house when necessary and lead by example
- Other duties as assigned by supervisors

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests

Education and/or qualifications preferred:

- Serv Safe Certified required
- Minimum 5 years of experience in a high-volume, large-scale catering and/or culinary production kitchen
- Minimum 2 years supervisor / leadership experience
- Computer skills required including Microsoft Office, Excel, Word, Outlook
- Personable, motivated, with an aptitude for teaching, coaching, and bringing out the best in others
- Skilled in establishing priorities and managing workloads but able to follow directions
- Must have a valid driver's license and be able to work a mixed schedule including days, nights, weekends and occasional holidays

Working Conditions: Fast paced environment in one of Michigan's leading cultural destinations. Requires high levels of social contact and physical work handling hot and sharp objects. Must be able to perform physical activities such as, but not limited to, lifting heavy items (up to 50lbs unassisted), bending, walking, and standing for long periods of time. Some time spent in an office environment operating computer and other office equipment and communicating via phone and email. Customer Service oriented work and requires multi-tasking in a hands-on manner i.e. food production, verbal communications and guest services.

If you are interested in working for one of West Michigan's premier cultural institutions with a highly-motivated team...

send your cover letter and resume to hr@meijergardens.org or apply online at <http://www.meijergardens.org/contact/careers/>.

Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.
All candidates are required to submit to our background and drug screening process.