

Position Title: Banquet Chef – The Coonamessett

Department: Food and Beverage

Person Your Report to: Executive Chef

Position Summary:

The Banquet Chef at The Coonamessett will oversee all aspects of the kitchen operation pertaining to Banquets and Events. This is a leadership position where he or she will work closely with the Executive Chef to provide an excellent and memorable dining experience while controlling costs. The Banquet Chef is responsible for ensuring quality standards throughout the entire event experience, supporting and training other cooks, and executing service from the kitchen as well as guest-facing circumstances such as staffed buffet stations or satellite chef stations throughout an event. Close coordination with the Sales Manager, Food and Beverage Manager, and Sous Chef are integral to success.

Summary of Essential Job Functions:

- The high-quality care, well-being and overall recognition of our guests and associates. Interacting with guests and associates on a daily basis, ensuring their experiences exceed expectations.
- Elevate the quality and creativity of the cuisine being produced for all events, with consideration to pricing, quality standards, product and execution, guest appeal and value perception in conjunction with the Executive Chef. Develop delicious and cost-effective menus with close coordinate with Banquet and Event sales efforts.
- Responsible for hiring, training, scheduling, motivating, and evaluating.
- Leads through a proactive leadership style, not reactive, through continuous coaching and counseling sessions. Mentor all kitchen personnel with the implementation and execution of new training standards, ensure the team can all read and execute Banquet Event Orders (BEOs) in a timely manner.
- Hold daily line-ups with the banquet staff. Work closely with the front of the house to improve their knowledge and be able to give constructive viewpoints and feedback to elevate service standards. Handle and communicate guest complaints and special orders in a professional manner.
- Able to enforce and maintain the standards, policies and procedures of Lark Hotels and The Coonamessett, to include discipline and termination.
- Communicate effectively with all Food & Beverage Management and understand, execute, and elevate BEOs developed by the Sales Manager and Executive Chef. Maintain knowledge of event counts, business levels, scheduled groups and activities. Manage prep, production, and scheduling to business demands.
- Ensure all products are always on hand and within agreed cost controls. Perform monthly inventories with accurate and updated pricing.
- Execute and train on batch cooking, plating for events ranging in size from 25 to 350 guests, with an eye on presentation and food quality.
- Maintain a two-week schedule staffed to forecasted event pickup and guaranteed minimums. Effectively lead our staff towards greater consistency to increase productivity while maintaining optimum service & timing for the event guests.
- Maintain cleanliness and sanitation standards as required by OSHA, and the State Department of Health and Human Services. Perform or communicate general maintenance and upkeep of all equipment, providing a safe working environment.
- Protect the assets of The Coonamessett and Lark Hotels.

- Review employee hours for payroll and accuracy.
- 55 - 60 hours based on event schedule. Weekends, evenings, holidays are a must.

Minimum Qualifications:

- Minimum 5 years of progressive leadership in the kitchen and at least 2 years working in high paced, high volume banquet settings.
- Culinary school graduate or completed certified apprenticeship program preferred.
- Thorough knowledge of hotel food and beverage operations and preparation techniques.
- Strong mathematical abilities in order to determine and track inventory, controls, menu costing, and other financial statements.
- Ability to communicate in English, both orally and written, with guests and employees, some of whom will require high levels of patience, tact and diplomacy.
- Proven experience in higher volume kitchens.
- Ability to work under pressure and deal with stressful situations during busy periods.
- Serve-safe Certified, or a food safety certification.

ABILITIES REQUIRED:

- Frequent walking, bending, stooping, reaching, pushing, lifting, manual dexterity and repetitive motions. May require the ability to work on uneven outdoor surfaces.
- Occasional stair climbing.
- Able to lift upwards of 50 pounds between the knees and chest.
- Must be vertically mobile working in limited space for 8 hours at a time.
- Working in extreme temperatures conditions both indoors and out.
- Schedule varies according to operational needs; may includes evenings, weekends, and holidays.
- Frequent hand-washing
- Hazards include, but are not limited to Covid-19, cuts from knives and slicers, burns, exposure to raw meat, poultry, seafood and produce, slips, and tripping.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required or personnel so classified. All persons may be required to perform duties outside of their normal responsibilities from time to time, as needed.

If interested please send a cover letter, resume, three (3) professional references, and availability to Careers@larkhotels.com.

Start Date April 12, 2021 for training.