



PYRAMID
HOTEL GROUP
Job Description

Position Title: **Banquet Chef** Department: **Food & Beverage**
FLSA: **Non-Exempt Manager** Typically Reports To: **Executive Chef & Executive Sous Chef**

POSITION PURPOSE: Manage all aspects of the banquet kitchen. Service all outlets with regard to employees, food product and planning.

ESSENTIAL FUNCTIONS:

**AVERAGE %
OF TIME**

- 80% Plan and oversee day to day banquet culinary operations and give direction to employees. Visually inspect, select and use only the freshest fruits, vegetables, meats, fish, fowl, and other food products of the highest standard in the preparation of items.
- 10% Maintain the food and labor costs as budgeted (or better) with the highest quality and consistent results.
- 10% Conduct employee training on a regular basis.

OTHER:

Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required.

Upon employment, all employees are required to fully comply with Starwood rules and regulations for the safe and effective operation of the hotel's facilities. Employees who violate hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment.

SUPPORTIVE FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the hotel:

- Consult with the Executive Sous Chef on a daily basis, as well as with other departments that are directly related to the culinary department.
- Participate in long range planning and development for the culinary department.
- Participate, support, and make recommendations for ongoing hotel programs with continuous improvement in networking.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Must possess basic computational ability.

- Must possess basic computer skills.
- Knowledge of computer accounting programs, math skills as well as budgetary analysis capabilities required.
- Thorough working knowledge of hot and cold food preparation.
- Good working knowledge of accepted sanitation standards and applicable health codes.
- Basic mathematical skills necessary to understand recipes, measurements, requisition amounts and portion sizes.
- Working knowledge of federal, state and local laws governing equal employment opportunity and civil rights, occupational safety and health, wage and hour issues, and labor relations, including, but not limited to the following statutes and their state and local analogues (where applicable): Title VII, ADEA, Equal Pay Act, Pregnancy Discrimination Act, FLSA, ADA, OSHA, FMLA, and NLRA.

Physical Demands

- Most work tasks are performed indoors. Temperature generally is moderate and controlled by hotel environmental systems; however, must be able to work in extreme temperatures like freezers (-10°F) and kitchens (+110°F), possibly for one hour or more.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length. Length of time of these tasks may vary from day to day and task to task.
- Ability to physically handle knives, pots, mirrors, or other display items as well as grasp, lift and carry same from shelves and otherwise transport up to 50 pounds to every area of the kitchen. Ability to perform cutting skills on work surfaces, topped with cutting boards, 3 to 4 feet in height (banquet kitchen, prep kitchen, bake shop, etc.). Proper usage and handling of various kitchen machinery to include slicers, buffalo chopper, grinders, mixers, and other kitchen related equipment.
- Ability to physically self-demonstrate culinary techniques, i.e., cutting, cooking principles, plate presentation, safety and sanitation practices.
- Ability to create, build, handle, and dismantle displays up to 8 feet high, including ice carvings.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- Must be able to exert well-paced ability in limited space and to reach other locations of the hotel on a timely basis.
- Must be able to lift up to 15 lbs. on a regular and continuing basis.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. occasionally.
- Must be able to bend, stoop, squat and stretch to fulfill cleaning tasks occasionally.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and subordinates.
- Vision occurs continuously with the most common visual functions being those of near and color vision and depth perception.
- Requires manual dexterity to use and operate all necessary equipment.
- Must have finger dexterity to be able to operate office equipment such as computers, printers, 10-key adding machine, electric typewriter, multi-line touch tone phone, filing cabinets, FAX machines, photocopiers, dolly and other office equipment as needed.

QUALIFICATION STANDARDS

Education

High school or equivalent education required. Bachelor's Degree preferred.

Experience

Certified Executive Chef level or higher.

Licenses or Certificates

Ability to obtain and/or maintain any government required licenses, certificates or permits.

Grooming

All employees must maintain a neat, clean and well-groomed appearance per Starwood standards.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

Work Area:

The statements in this job description are intended to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job. This position is classified as non-exempt (per the Fair Labor Standards Act) and is subject to overtime in accordance with Federal and State Regulations.

Employee Name (Print)

Employee Signature

Date