HO-CHUNK NATION

DEPARTMENT OF PERSONNEL

POSITION: EXECUTIVE CHEF

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	EXCF	18

SUMMARY: The Executive Chef is responsible for monitoring all culinary standards within the operation including kitchen areas, food preparation, and management of menus. All of which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

DUTIES & RESPONSIBILITIES:
1. Responsible for supervision of all food production, quality control of raw materials and finished products.
2. Staffing, training and coordination of all food kitchen personnel.
3. Plans and writes menus, tests and analyzes recipes for cost.
4. Controls food and labor cost.
5. Maintains excellent kitchen hygiene.
6. Promotes positive public relations.
7. Must maintain confidentiality.
8. Maintain and enforce health standards.
9. Knows casino's internal control policies and procedures.
10. Reports to Director of food and beverage operations.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)
1. Degree from Culinary or Hotel school.
2. Minimum of 3-5 years previous experience as an Executive Chef in a large, full service hotel and restaurant or 5-7 years as an executive Sous Chef.
3. Must have dependable transportation, valid driver's license and liability insurance.

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

All casino employees will be subject to the Criminal and Background restrictions of the HCN.

All employees are subject to the Drug, Alcohol and Controlled Substance Policy.

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