



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 07/06/2015

Closing Date: 07/20/2015

Position Title: Executive Chef

Department: Tule River Economic Development Corporation

Work Schedule: Varies

Wage Rate: Pay Range 18: \$18.34/ Hr. / Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Proof of High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

31071 Hwy 190 Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Executive Chef **WORKSITE:** Oak Pit Restaurant
615 N. Main Street.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Executive Chef will train and manage kitchen personnel and supervise/coordinate all related culinary activities; estimate food consumption and requisition or purchase food; select and develop recipes; standardize production recipes to ensure consistent quality; establish presentation technique and quality standards; plan and price menus; ensure proper equipment operation/maintenance; and ensure proper safety and sanitation in kitchen. The Executive Chef may cook selected items or for select occasions while offering culinary instruction and/or demonstrate culinary techniques to the staff. The Executive Chef directly supervises kitchen personnel with responsibility for hiring, discipline and performance reviews. This person will report to the Restaurant Manager.

DUTIES & RESPONSIBILITIES:

1. Prepare, cook and serve food in accordance with menus ensuring a high level of quality and presentation is achieved at all times according to agreed standards.
2. Instruct, supervise and coordinate all activities of cooks and workers engaged in food preparation while demonstrating cooking, garnishing and presentation techniques to the staff.
3. Determine production schedules and staff requirements necessary to ensure timely delivery of services.
4. Create and develop menu concepts that strengthens our business ambitions while analyzing consumer purchasing habits to develop menu strategies for continued growth
5. Work with the Restaurant Manager to recruit and hire all "Back of House" staff.
6. Analyze recipes to assign prices to menu items, based on food, labor, and overhead costs.

7. Order or requisition food and other supplies needed to ensure efficient operation.
8. Check the quantity and quality of received products while dating and rotating all stored food and beverage products to insure that freshness standards are maintained.
9. Monitor sanitation practices to ensure that employees follow standards and regulations.
10. Arrange for all Back of House equipment purchases and repairs.
11. Meet with customers to determine to insure outstanding customer satisfaction or to discuss menus for special occasions.
12. All other department specific duties as assigned.

QUALIFICATIONS:

1. High school diploma or GED.
2. Related accredited culinary degree with eight or more years of industry and culinary management experience as a Head Chef or Sous Chef in a restaurant environment.
3. Multi-language skills are desired
4. Intermediate-level knowledge of Microsoft Word, Excel and Outlook
5. Demonstrated ability to run an efficient and quality operation.
6. Excellent planning, organizing, and training skills.
7. Ability to maintain budgets and business plans.
8. Must successfully complete a TB Skin Test.
9. Serve Safe Certified.
10. Must be self-motivated and a self-starter.
11. Must have good personal hygiene.
12. Must successfully complete a pre-employment drug screen and background investigation.

PHYSICAL REQUIREMENTS/CONDITIONS:

1. While performing the duties of this job the employee is regularly required to talk, hear, stand for entire shift, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls.
2. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
3. Must be able to operate in mentally and physically stressful situations.
4. Environment is of high humidity with extreme temperatures.
5. Must be able to lift and carry up to 50 pounds.
6. Must be able to work in a fast paced environment.
7. Noise level is low to moderate when in kitchen.
8. Must be able to perform all essential duties of the job with or without reasonable accommodation.

This position reports to: Manager

Supervises: Kitchen Staff

Salary Range: Pay Range 18: \$18.34-\$23.40/ Hr.
Paid Bi-Weekly/ Non-Overtime Eligible

Working hours: Varies

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO &
401K Participation.

**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN
CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**