



Infinity Brazil

EXECUTIVE CHEF

Position Summary:

The primary responsibility of the Executive Chef is to ensure the efficient operation of all food production areas by constantly analyzing quality and cost of food production.

Principal Duties and Responsibilities:

Maintain set budget and monitor time management.

Provide ongoing training and ensure that the standards set by the Corporate Offices are followed.

Ensure safe, quality food products and complete guest satisfaction.

Develop and comply with the systems, procedures, rules, objectives and timescales set by the organization

and take a disciplined approach when undertaking tasks.

Identify and develop a practical solution to problems that arise, communicate the findings, and implement action to resolve it.

Create a positive and innovative atmosphere and when necessary, go beyond the call of duty in order to achieve key objectives.

Motivate subordinates by maintaining a positive work environment.

Assert authority when necessary.

Adhere to timelines and meet deadlines in order to overcome problems.

Possess ability to multitask.

Responsible for the entire Catering Operation, including, but not limited to the procurement operation, galley operation and all guest satisfaction as it pertains to food & service.

- Perform all administrative services of the Culinary Department.
 - Maintain a good flow of communication from ship to shore.
 - Ensure information has been well channeled and shared.
 - Organize, plan and coordinate any Guest Chefs Events before and throughout the sailing.
 - Review internal master order & schedule with all related information.
 - Confer with the Asst. Food & Beverage Director, Hotel Controller to determine supply requirements.
 - Review and approve all Food orders before being processed through the ICS System.
 - Monitor the Crew and Staff mess menu, follow up, and overall crew food experience.
 - Oversee the entire food operation with the Food & Beverage Director ensuring that all food outlets and service hours are in accordance with company standards.
- Conduct a daily tour with the Restaurant Manager in the Main dining room to meet and greet guests during service hours.
- Promote the company product and get feedback.
 - Confirm that all outlet Chefs are greeting and meeting guests in their respective dining venues .
 - Maintain and ensure that Public Health regulations (US, Anvisa, Shispan, Canadian, Australian, etc.) are followed at all times on board.
 - Organize, in conjunction with the Food & Beverage Director , Sanitation Officer and all HOD' s , a training schedule, fol lowed by sanitation classes.
 - Report any malfunctions and necessary repairs that affect the daily operation i n the galley, and that violate Public Health & SMS requirements to the Technical department.
- Organize an efficient flow of production.
- Check all daily events, delegate and follow up.
 - Monitor all daily requisitions, especially expensive items (Meat, Fish and Seafood/Flagged items)
 - Ensure the portion control chart is followed accordingly.

- Responsible for the control and maintenance of all equipment in the galley.
- Document and report any damages/malfunctions .
- Follow up on all reported damages.
- Check all storerooms on a frequent basis ensuring that FIFO is applied to minimize/avoid spoilage.
- Accountable for general cleanliness of all galley outlets in conjunction with the Kitchen Steward.
- Enforce and conduct meetings with all galley staff for USPH and general information.
- Responsible for general cleanliness of all Galley Outlets in conjunction with the Kitchen Steward

Experience

8 years of experience in the culinary field in luxury hotels and cruise line brands.

- Minimum 5 years of experience as Executive Chef in a well -recognized upscale cruise line.
- Excellent understanding of food specifications,
- Outstanding knowledge of Vessel Sanitation Program regulations and procedures.
- Versed in budgeting and cost control, including but not limited to, the reading and interpreting of inventory reports, food cost reports and monthly financial statements.
- Fluent in written and spoken English,
- Possess ability to lead and make decisions.
- Good administrative skills.
- Experienced in coaching subordinates.

Knowledge of Microsoft programs to include but not limited to, Outlook, Word, Excel, and Power

Point

- Possess sufficient computer knowledge in order to use the company software.
- Familiar with relational database driven inventory control systems.

Preferred

College Degree in Culinary

*this job description is to be considered as a general reference of duties and responsibilities for the position as it might change according to ship and cruise line.

Effective: Jan/2020