

# Job Description

**Title:** Chef  
**Reports to:** General Manager  
**Over Time:** Exempt

## **Summary of Position:**

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Directly responsible for all kitchen functions including food purchasing, preparation and maintenance of quality standards; sanitation and cleanliness; training of employees in methods of cooking, preparation, plate presentation, portion and cost control and sanitation and cleanliness.

## **Duties & Responsibilities:**

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- Fill in where needed to ensure guest service standards and efficient operations.
- Have a full understanding of food safety and sanitation practices.
- Maintain Company standards of food quality and presentation.
- Work towards achieving and exceeding company objectives in food and labor cost management.
- Follow company rules and regulations.
- Prepare food orders in a timely and organized manner.
- Lead the team in preparation of all food items required for service on the line and

## **Qualifications:**

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- At least 3 years experience in a similar capacity.
- Must be able to communicate clearly with managers, kitchen and dining room personnel and guests.
- Bilingual English/Spanish preferred.
- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Be able to work in a standing position for long periods of time.
- Full day availability is required, flexible schedule.
- Should expect to work 50 hours per week.

- Serve-Safe or Houston Food Certificate is required.
- Computer skills in Word and Excel are a plus. (Required!)
- Off-site catering experience is a plus.
- Must maintain personal hygiene in accordance to Houston Health Department standards for Food Service Employees.