ANNOUNCEMENT OF POSITION VACANCY

Job Title: Executive Chef, Restaurant

Department: Colorado Mesa University

Position No. AF0393

Employment Type: Administrative

Salary: $53,000.00 - 55,000.00. Commensurate with education and experience. Eligible to earn commissions-based on restaurant sales. Excellent health and retirement benefits package.

Application Deadline: Open until filled. To ensure consideration, complete applications must be received by 2/24/2020.

How to Apply: Applicants will be asked to complete an online application by creating a profile and then providing personal and demographic information. In addition, please be prepared to upload a:

- Cover letter
- Resume
- Copy of transcripts for all degrees completed (if your transcripts include a social security number or date of birth, please redact that information before uploading the document. Official transcripts will be required upon hire)
- Provide three professional reference including name, relationship, phone number and email address.

Direct Inquiries Contact: Robin Hood, Recruitment Coordinator, rhood@coloradomesa.edu

SUMMARY:

The Executive Chef Colorado Mesa University's restaurant is responsible for overseeing all startup operations and ongoing operational aspects in accordance with the Colorado Mesa University strategic plan. As a teaching restaurant for Colorado Mesa University's Culinary Arts, this includes ensuring a proper learning environment for Colorado Mesa University students, maximization of financial performance, guest satisfaction and staff development within established quality standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Responsible for the overall operation of CMU’s Restaurant, creating an operating environment that assures outstanding guest satisfaction and a positive learning environment for CMU students.
- Responsible for developing the overall operating procedures and policies to ensure compliance with all Federal and State laws, Public Health Department and University Policies. Comply with nutrition and sanitation regulations and safety standards.
- Estimate food requirements and food/labor cost requirements as it relates to daily operations and long-term operations.
Ensures the promptness, freshness and quality of menu items being served.

Direct daily kitchen activities, plan and assign work ensuring adequate staffing

Works directly with the culinary arts and hospitality students to develop technical skills, organization, preparation, and professionalism. Monitors student progress through stations in the kitchen and dining room.

Communicates regularly with designated culinary arts faculty to evaluate performance of culinary arts students working in food and beverage facilities.

Actively serves on the WCCC culinary arts advisory board.

Continuously evaluates trends in the food and beverage industry, analysis of the overall satisfaction with all aspects of the restaurant and make recommendations for change.

Maintains product and service quality standards by conducting ongoing evaluations and investigating complaints. Initiates corrective action.

Oversees all administrative tasks such as taking stock of food and equipment, ordering and maintaining supplies, and ensuring the quality and quantity of food items are ordered in a timely manner. Also ensures that perishable items are carefully tracked and ordered to ensure freshness and reduced loss.

Develops accurate and aggressive long and short-range objectives consistent with Colorado Mesa Universities strategic plan.

Prepares financial reports for management that clearly explain operational effectiveness, trends and variances.

Establishes and maintains a pro-active environment to ensure employee motivation, training and development, and environment conducive to student learning success.

Maintains an appropriate level of community public affairs involvement.

Ensures good safety practices and proper food handling practices by all employees.

Establishes and maintains applicable preventive maintenance programs to protect the physical assets of the restaurant.

Insures customer satisfaction by soliciting feedback and improving standards.

SUPERVISORY RESPONSIBILITIES

This position directly oversees the operation and staff of Devil's Kitchen Restaurant. This position reports to the Food and Beverage Manager.

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.
EDUCATION and/or EXPERIENCE:

REQUIRED:

Culinary arts degree or a minimum of 1 year specialized culinary arts training.

5 years’ minimum experience in similar position, preference given to Executive chefs with "start-up” experience.

Current ServSafe Food Protection Manager certification or equivalent or able to obtain within 90 days of hire.

Strong experience in food & beverage operations.

Good understanding of revenue generation and yield management.

Advanced knowledge of food profession principles and practices.

Excellent knowledge of BOH systems, ordering and inventory.

Able to motivate team to provide the best in customer service.

PREFERRED:

Demonstrated experience in a “startup” restaurant as an Executive Chef.

Demonstrated experience in developing menus and recipes based on farm-to-table dining.

LANGUAGE AND INTERPERSONAL SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively, both orally and in writing, to the most sensitive inquiries or complaints. Ability to make effective and persuasive presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of legal and regulatory documents and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply. Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact the CMU Human Resources Office by phone or email. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.

To apply, visit
https://apptrkr.com/1825663