

Job Title

Executive Chef

Department

F&B Production

Location

Bandipur

Reports ToResort Manger

Job Purpose

The Executive Chef is responsible for the overall management and operation of the culinary department, ensuring the highest standards of food quality, presentation, hygiene, guest satisfaction, cost control, and kitchen efficiency.

The position will lead the culinary team, develop menus, maintain food and safety standards, control food costs, manage kitchen resources, and work closely with the management team to achieve the property's operational and financial objectives.

2. Key Responsibilities**A. Kitchen Operations**

- Oversee the day-to-day operations of all kitchen areas, including restaurants, banquets, room service, specialty outlets, and staff cafeteria.
- Ensure consistent quality, taste, presentation, and portion control across all food offerings.
- Plan and supervise daily food production according to business levels, occupancy, events, and forecast.
- Ensure smooth coordination between kitchen, service, stewarding, stores, purchasing, and other departments.
- Maintain proper mise-en-place and production planning.
- Ensure timely preparation and service of all food orders.

B. Menu Planning & Development

- Develop and regularly review menus in line with guest preferences, market trends, seasonality, and property positioning.
- Create innovative dishes while maintaining the property's culinary identity.
- Develop menus for restaurants, banquets, special events, theme dinners, festivals, and promotional activities.
- Conduct regular menu engineering and identify high-performing and low-performing dishes.
- Ensure accurate recipe cards, standard recipes, portion sizes, and presentation standards.

C. Food Cost & Financial Management

- Monitor and control food costs in accordance with the approved budget.
- Establish and maintain standard recipes and portion controls.
- Minimize food wastage, pilferage, spoilage, and unnecessary consumption.
- Monitor daily food production and consumption.
- Coordinate with Purchase and Stores to ensure appropriate quality and pricing of ingredients.
- Review food cost reports and take corrective action where required.
- Participate in annual budgeting and forecasting for the culinary department.
- Ensure optimum utilization of manpower, equipment, and raw materials.

D. Quality & Food Safety

- Maintain the highest standards of food quality, hygiene, sanitation, and safety.
- Ensure compliance with HACCP, FSSAI, hotel standards, and applicable statutory requirements.
- Conduct regular kitchen inspections and hygiene audits.
- Ensure proper food storage, temperature control, labeling, FIFO/FEFO, and food handling procedures.
- Ensure all kitchen equipment is operated safely and maintained properly.
- Take immediate corrective action in case of food safety or hygiene deviations.

E. Team Management & Leadership

- Lead, motivate, train, and develop the entire culinary team.
- Prepare manpower deployment and kitchen duty rosters.
- Conduct regular briefings and communicate operational priorities.
- Monitor employee performance and provide constructive feedback.
- Identify training and development requirements for culinary team members.
- Conduct performance evaluations in coordination with HR and department heads.
- Develop internal talent and succession plans within the culinary department.
- Maintain discipline and professional standards within the kitchen.

F. Guest Satisfaction

- Ensure consistently high standards of food quality and presentation.
- Personally attend to significant guest complaints related to food and culinary services.
- Work closely with the F&B team to understand guest feedback and expectations.
- Introduce guest-focused culinary experiences and special dining concepts.
- Monitor online and internal guest feedback related to food quality and take corrective action.

G. Purchasing & Inventory

- Coordinate with Purchase and Stores for procurement of food products.
- Approve specifications and quality standards for raw materials.
- Ensure proper receiving, storage, and handling of food products.
- Monitor inventory levels and prevent overstocking or shortages.
- Participate in supplier evaluation and product quality reviews.
- Conduct regular physical stock verification with the relevant departments.

H. Events & Banquets

- Plan and execute menus for weddings, conferences, banquets, corporate events, theme dinners, and special occasions.
- Coordinate food production requirements based on function sheets and BEOs.
- Ensure appropriate manpower and equipment deployment for large-scale events.
- Maintain consistency in food quality during high-volume operations.

I. Kitchen Maintenance & Equipment

- Ensure all kitchen equipment is clean, safe, and operational.
- Coordinate preventive maintenance with the Engineering Department.
- Report equipment breakdowns and follow up on timely repairs.
- Recommend new equipment and technology to improve kitchen efficiency.

J. Administration & Compliance

- Prepare and maintain kitchen SOPs, recipes, checklists, and operational records.
- Ensure compliance with company policies and hotel standards.
- Participate in departmental meetings and management reviews.
- Prepare and submit operational reports as required.
- Work closely with HR on recruitment, training, manpower planning, and employee relations.
- Maintain confidentiality of company and operational information.

3. Key Performance Indicators (KPIs)

- Food Cost %
- Guest Satisfaction Scores
- Food Quality & Consistency
- Food Wastage %
- Kitchen Hygiene & Audit Scores
- Menu Engineering Performance
- Employee Productivity
- Training & Development
- Inventory Variance
- Guest Complaint Resolution
- Compliance with HACCP/FSSAI Standards
- Departmental Budget Performance

4. Qualifications

- Diploma/Degree in Hotel Management, Culinary Arts, or equivalent qualification.
- Certification in Food Safety/HACCP will be an advantage.
- Strong knowledge of Indian and international cuisines.
- Good knowledge of food cost, menu engineering, kitchen operations, and inventory management.

5. Experience

- **Minimum 12–15 years of culinary experience**, preferably in 5-star hotels, luxury resorts, or reputed standalone restaurants.
- **Minimum 3–5 years in an Executive Chef / Executive Sous Chef leadership role.**
- Experience in managing large culinary teams and multiple food outlets is preferred.
- Pre-opening hotel/resort experience will be an added advantage.

6. Skills & Competencies

- Strong culinary and operational knowledge
- Excellent leadership and people-management skills
- Menu planning and innovation
- Food cost and inventory control
- Strong knowledge of HACCP and food safety
- Problem-solving and decision-making ability
- Excellent communication skills
- Ability to work under pressure
- Strong organizational and planning skills
- Creativity and passion for food
- Commercial awareness
- Training and mentoring skills
- Attention to detail

7. Key Working Relationships

Internal:

- General Manager / Resort Manager
- F&B Manager
- Executive Sous Chef / Sous Chefs
- HR & Administration
- Finance & Accounts
- Purchase
- Stores
- Engineering
- Sales & Marketing
- Front Office
- Housekeeping

External:

- Food suppliers and vendors
- Culinary consultants
- Food safety auditors
- Event organizers
- External service providers

8. Authority & Decision Making

The Executive Chef is authorized to:

- Allocate culinary manpower and work assignments.
- Approve daily production plans and kitchen requisitions within approved limits.
- Recommend recruitment, promotion, transfer, and disciplinary action for culinary employees.
- Recommend menu changes and new culinary concepts.
- Reject food products that do not meet the required quality standards.
- Recommend purchase of kitchen equipment and operational requirements.
- Take immediate action on food safety and hygiene concerns.

9. General Responsibilities

- Maintain a professional and positive working environment.
- Follow all company policies, SOPs, and statutory regulations.
- Ensure guest and employee safety at all times.
- Maintain confidentiality of company information.
- Promote teamwork and interdepartmental coordination.
- Perform any other duties and responsibilities assigned by the General Manager / Resort Manager.

Employee Signature

HR Manager