

# Casual Chef/Culinary Manager

**Location: Lewes, DE**

**Salary: \$29.71 per hour**

**Opening Date: March 26, 2019**

**Closing Date: Until Filled**

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## **I. POSITION SUMMARY**

The Casual Chef/Culinary Manager – oversees the development, planning, operation, and administration of menu and kitchen at their assigned facility in compliance with applicable local, state and federal regulations. This position is the primary inventory and culinary contact for day to day kitchen operations and maintenance of assigned facility. This position promotes the development and growth of Authority food by contributing to the development and implementation of menu plans.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain the highest consistent standards of the DRBA
- Provide effective leadership for day to day food and kitchen operations
- Ensure all employees adhere to DRBA policies and standards
- Investigate and resolve complaints concerning food quality
- Enforce sanitary practices for food handling, general cleanliness and maintenance of kitchen areas
- Participates in contract negotiations with vending partners and suppliers
- Manages cost of goods and inventory for facility
- Manages and develops facility food staff
- Provides support at DRBA sponsored events
- Develops and conducts relevant, site-specific training programs for staff
- Oversees kitchen staff for special events
- Controls ordering activities
- Acts as primary point-of-contact for regulatory agencies, vendors, and customers to address operational and facility issues relating to food and kitchen
- Report work orders to Food and Retail Terminal Manager
- Perform additional tasks as assigned by Food and Retail Terminal Manager at any time
- Provides the highest level of customer service and professionalism

## **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong knowledge of all local, state and federal laws, regulations, and certification requirements applying to food
- Knowledge of management principles and practices relating to food operations, safety, and maintenance
- Knowledge of financial practices related to food and inventory management
- Lead and motivate professional culinary staff
- Identify, develop, and implement strategic and tactical plans and solutions
- Possess effective oral and written communication skills
- Demonstrate ability to train and manage culinary staff
- Demonstrates proficiency in Microsoft Excel, Word and Power Point programs
- Ability to provide superior customer service

**IV. REQUIRED EDUCATION AND EXPERIENCE**

- Associate's degree in Hospitality or culinary food-related discipline or appropriate equivalent years of experience
- Five (5) years of experience in a related culinary field
- Three (3) years of experience as chef/supervisory role

**V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid driver's license
- Food Protection certification

**VI. WORK CONDITIONS**

- Spend 95% of the time standing
- Direct contact with customers, managers and employees
- Behaves professionally and can be flexible in changing environment
- Must be able to carry loads greater than 35 pounds and able to transport 70 pounds regularly

**VII. SPECIAL REQUIREMENTS**

- Subject to drug test and background investigation
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Willing and available for duty at such hours, day or night, as may be required in order to maintain continuous operation of this facility

**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, please attach a resume to the completed application.**