

**Oncenter
Job Description**

Job Title: Banquet Chef Supervisor
Reports to: Assistant Executive Chef

Dept.: Food & Beverage
Status: Exempt

Position Summary: Prepares foods and supervises kitchen staff as specified by the Assistant Executive Chef and Executive Chef.

Essential Duties and Responsibilities:

1. Operations – Supervises staff during production of food for catered events. Receives and rotates all food items and other supplies to insure quality.
2. Quality Assurance – Responsible for assistance in maintaining and exceeding Food and Sanitation Standards set forth by the Executive Chef.
3. Food Preparation – Reads, Follows, and Adjusts recipes accurately with approval of the Assistant Executive Chef and Executive Chef. Operates all kitchen equipment safely and correctly.
4. Assists Assistant Executive Chef and Executive Chef to develop new products and concepts to increase sales.
5. Cross Trained in all food and beverage departments to include concessions, backstage catering, and Civic Center Café.

Other Duties and Responsibilities:

1. Performs other duties as assigned.

Educational Requirements:

Completion of an Associates Degree preferred in Culinary Arts or 5 years work experience and Management from an accredited culinary program which includes a diversified curriculum encompassing all types of food preparation and food stations.

Experience Requirements:

Over three (3) to five (5) year experience preparing meals, refreshments, and party foods for 500 or more guests in a restaurant, institution, hotel, or convention facility. Prior experience supervision five (5) or more full time employees, ordering food and performing other management functions. Must have knowledge and proficiency in display-cooking techniques. The preferred candidate must or be willing to possess an ACF certification.

Physical Requirements/Environmental Conditions:

Works evenings, weekends and holidays, according to event schedules. Occasional lifting of heavy weight objects (60 or more pounds). Some exposure to food odors, heat and cold.