

JOB DESCRIPTION

HR Section:			
Job Code/FLSA:	103931/Exempt	Market Classification Title:	Culinary Manager Senior

Manager Section:	
Working Title (Title in MCommunity/Business Card):	Senior Executive Chef
Report To Supervisor Name, Working Title:	Senior General Manager
Department Name:	Michigan Dining - Residential Dining
Work Schedule and Time:	Varies
Mode of Work (Onsite, Hybrid, Mobile/Remote Days):	Onsite
Primary Work Locations When Onsite:	Ann Arbor Campus

Department Summary:

Michigan Dining comprises eighteen on-campus cafés and markets, ten residential dining halls, a line of Blue to Go foods, the Campus Bakeshop, and the Michigan Catering unit. Our 700 professional and 1,600 student employees are committed to creative, healthy, and nutritious foods, international cuisines, and sustainability throughout all dining operations.

Position Summary:

Manages and oversees all culinary operations for one or more facilities or programs and serves more than 25,000 meals per week. Leads the unit culinary team to provide culinary excellence, training, recipe review, and overall menu management. Functions as a lead contributor to the development and execution of new and seasonal menus in collaboration with culinary leadership across all units. Provides day-to-day direction and supervision of culinary staff and culinary operations, and coordinates efforts to successfully deliver services to a diverse clientele. Provides training and development for the staff, keeping them current with culinary skills and procedures to meet and exceed expectations. Manages and oversees large-scale special events for Residential Dining guests, in addition to daily operations.

Position Responsibilities:

Food Quality & Guest Experience (40%)

- Establishes and accelerates changes to menus, recipes, and cooking methods, and consistently leads to improving food quality, attractiveness, and efficient preparation.
- Oversees menu, food preparation, presentation, portioning, and plating design.
- Ensures overall consistency and quality; develops and oversees adherence to standards, policies, and procedures in order to provide quality food products and services.
- Works in conjunction with the Campus Executive Chef to improve and standardize recipes, as well as to develop new recipes, projects, and strategies to enhance the dining experience for guests.
- Is current, fluent, and ensures use of current menu management and event management software to manage inventory, purchasing, production, service records, recipes, menus, and food cost, to ensure the most efficient use of labor and goods, and to manage operational production and events for billing accuracy.
- Remains current with industry trends and participates in the development of new concepts; demonstrates a high level of knowledge in regional, international, and ethnic cuisines.
- Supports the culinary team with meeting guests to ensure that their dining requirements and expectations are met or exceeded, and responds to questions, comments, and suggestions from students, faculty, and staff regarding the menu and food quality.
- Plans and coordinates food preparation for Residential Dining, Catering, and special events.
- Assists in cooking and preparing food as necessary.

Operational Leadership (30%)

- Exercises administrative supervision over the Operations Manager, Sous Chefs, chef assistants, cooks, and other food service staff, including student employees engaged in culinary operations. Enforces all appearance and uniform guidelines.
- Serves as a leader for employees while fostering teamwork, employee morale, motivation, and open communication.

- Coaches and develops employees using a consistent and approachable demeanor while clearly articulating expectations to establish an environment of team and individual accountability.
- Makes recommendations regarding personnel matters, including hiring, training, performance feedback, promotions, and disciplinary action up to and including termination. Participates in hiring and promoting culinary staff, including evaluation and testing for culinary hiring and promotional opportunities.
- Ensures all recipes, guidelines, and relevant facts to employees during pre-shift/event meetings and training are consistently communicated.
- Manages, schedules, and trains culinary staff to ensure that excellent service is provided to guests and food is prepared and presented in an appetizing manner.
- Ensures that an efficient level of labor is used to perform the required level of service without affecting service standards.
- In collaboration with the Campus Executive Chef, trains the culinary staff in cooking and serving methods, presentation, and portion control; exhibits a hands-on approach to training and development, working alongside employees while demonstrating a commitment to their individual growth.
- Conducts at least one Chef Demo or Culinary Foundations class per semester or two per calendar year.
- Supports departmental initiatives, including student engagement and learning and development events.
- Strives to improve and streamline departmental operations through the continuous assessment of policies and procedures, work processes, and program effectiveness/value, and makes recommendations for change as appropriate.
- Participates in professional organizations, conferences, and training activities, representing the department as required or assigned.

Financial Leadership (15%)

- Assist in the budget projections for the operational unit, with particular oversight of food and labor costs.
- Responsible for the food budget and makes necessary adjustments consistent with attaining unit goals.
- Manages food, kitchen supplies, equipment purchases, and inventory using the approved management system.
- Contributes directly to the departmental financial goals through effective use of forecast data, proper scheduling, and responding to volume and market price fluctuations.
- Utilize financial data and statistics to aid informed decision-making. Provides information to departmental leadership in the preparation for short and long-term equipment purchases and modifications to labor budgets/ food costs/ trends.

Sanitation & Safety (15%)

- In partnership with the Safety Representative, continually maintains and trains the staff in safety and sanitary practices and procedures.
- Ensures compliance with all state and county health department and safety regulations and maintains high standards of sanitation as a unit priority.
- Demonstrates and enforces Hazardous Analysis of Critical Control Points (HACCP) principles to include the supervision and maintenance of the sanitary conditions of food storage, production, serving, and other front/back of the house areas.
- Conducts routine inspection of preparation, storage, and service areas, ensuring proper sanitation is maintained as well as the health and safety of dining guests and employees.
- Ensures that all service equipment is operational and handled safely, reporting mechanical issues promptly through the appropriate channels.

Other duties as assigned.**Position Responsibilities Criteria:**

- Excellent communication, interpersonal, and organizational skills, including strong oral and written communication skills
- Demonstrated knowledge and application of customer service skills.
- Demonstrated ability to problem solve and be adaptable in a fast-paced environment.
- Demonstrated ability to manage multiple priorities and navigate change effectively.
- Demonstrated knowledge of regional, international, and ethnic cuisines.
- Strong organizational and logistical skills coupled with the ability to work effectively and collaboratively with a diverse team.

Required Qualifications:

- Degree in Culinary Arts from an accredited culinary school or apprenticeship program and/or equivalent experience.

- Minimum of seven years of progressively responsible experience as a chef in a high-volume, high-quality operation with a variety of concepts and/or catering and banquet experience.
- Experience and comprehensive knowledge of culinary techniques, menu planning, recipe and menu development, dining trends, food ordering, budget management, use of general and commercial kitchen equipment, preparation, presentation, and supervision of kitchen personnel.
- ServSafe certified within 60 days from the date of hire as a condition of employment. If the certification is not acquired during the 60-day period, employment will be terminated. Certification must be maintained as a condition of employment
- American Culinary Federation certification at the Certified Executive Chef® (CEC®) level must be obtained within two years of the date of hire. If the certification is not acquired within two years, employment will be terminated. Certification must be maintained as a condition of continued employment.
- Able to legally work in the United States.
- Knowledge of computer applications such as word processing, spreadsheets, email, and the Internet, and ability to use menu management and production systems.

Financial/Budgetary Responsibility:

Oversight for fiscal/budgetary areas includes monitoring menus, food and non-food purchases, assisting with inventory reconciliation, approving and monitoring payroll, and assisting with the budgeting process for future fiscal years. Manages oversight for waste reduction to conform with the University and MDining initiatives focused on sustainability and reducing food waste in food preparation.

Working Conditions:

- This position requires working on campus.
- The Sr. Executive Chef is classified as a “critical employee” and will be expected to be on site during any emergency closure of the University.
- Able to work a flexible schedule, including evenings and weekends throughout the year.
- Must have a current Driver’s License issued within the United States, Canada, or an International License that is translated into English, and complete the Motor Vehicle Record Check in accordance with the University of Michigan policy.

Physical Requirements:

- Ability to move and transport objects weighing 25 - 30 pounds, twist and bend frequently, climb stairs, and work in a static position for extended periods.

Direct Reports:

Professional Staff:

- Sous Chef, Operations Manager

Bargained-for Staff:

- Chef Assistant