



## **Position: Event Chef Job Description**

**REPORTS TO:** Head Event Chef, Catering Service Director, and Executive Chef

### **POSITION SUMMARY:**

Event Chefs are primarily responsible for the food production and set-up aspects as it pertains to the event.

Follow company standards on setting up for the event, event and food procedures, cleaning, staff grooming and hygiene.

Event Chefs at times may be required to start their day at the warehouse pre-event to help gather all necessary food items, food quantities, and weights, check out food items and rentals as in pertains to the event's BEO, load truck and gather any additional materials they may need. However, you may just be required to show up directly to the event.

### **DUTIES AND RESPONSIBILITIES:**

- Assists in event kitchen set-up areas by making sure it is clean and organization for proper set-up for the event.
- Follow proper timeline per the Events BEO.
- Study your BEO and Food Sheets to know your event in and out.
- Know your individually assigned job duties, which are delegated by the Head Event Chef.
- Will be required to work warehouse kitchen shifts as well as event shifts.
- Assists in production of all aspects of assigned event food production such as; hors d' oeuvres, food stations, buffet, plated meals, drink stations, and desserts.
- Ability to multi-task to ensure proper flow of food through the event.
- Ability to obtain any government required licenses or certification for example food handler's card and Serv Safe Managers Food Safety Certification.
- Display good customer relation skills when having to interact with guests, clients, and venue personnel.
- May be required take photo of all food stations, buffets, and food plates and send the photos to the Sales Event Specialist who built and sold the event via text message.
- Adhering to all event standard process and also HEC standard policies and procedures.
- Ensure all guest food requirements per the BEO are set and ready 15 minutes before event start time.

- Assists in the unloading and reloading of company vehicles at events.
- Properly wrap, label, date, and store food items.
- Ability to take and pass all training provided and required by HEC to complete daily operational duties.
- Performs other duties as assigned.

**PREREQUISITES:**

Must be able to speak, read, write and understand the primary language(s) used in the workplace. Use judgment and reasoning to cope with emergencies such as sudden illness, accident, or interrupted service. Exceptional knowledge and understanding of various banquet/ event functions as it pertains to food. Must have high knowledge of food techniques, quality control, and food safety standards.

**EDUCATION:**

High school diploma required. Preferred Culinary Graduate.

**EXPERIENCE:**

Two or more years' experience as a Sous Chef and/ or Head Chef in a high volume, hotel, catering company, or restaurant, upscale setting preferred. Excellent oral and written communication skills