



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Head Chef  
Department: Food Services  
Reports to: Executive Director of Hospitality  
Starting Rate: \$51,360.00  
Position Type: Key  
Opening Date: November 5, 2024  
Closing Date: November 18, 2024

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**Basic purpose or function:** The basic purpose of the Head Chef is to provide direction for all day-to-day operations in the kitchen while ensuring the quality of food items. The Head Chef will plan menus, create dishes, control food costs, maintain food quality and manage kitchen equipment.

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### **Job Duties:**

- The Head Chef is the commander of the kitchen; coordinates the kitchen team members and manages the preparation of meals.
- A Head Chef will plan menus, create daily and weekly specials, create special menus for functions, and catering events, and determine portion sizes. Oversee prep work and ensure that all meals leaving the kitchen are prompt, consistent in presentation, and quality. Creates decorative food displays.
- Ensure all team members maintain required food handling and sanitation certificates.
- Must be active in controlling and maintaining food costs. Review daily reports and be actively involved in food and labor cost control.
- Review and maintain the cost of goods sold percentage and develop a plan to manage food costs if the COGS percentage exceeds the budget.
- Review and maintain par stock levels for each item based on the current operational budget.
- Estimate food consumption and requisition or purchase food.
- Ensure proper receiving, storage, and rotation of products to comply with company standards.
- Minimize waste and maximize the usage of food through careful ordering, proper and well-organized storage, use of proven recipes, and creative use of leftover food. Reviewing the waste and spoilage log.
- Knowledge of various cuisines, establish portion sizes, test new recipes, and file recipes for all new menu items in the recipe books. Develop and maintain department filing systems, both hard copy and electronic.
- Attend BEO meetings to ensure all functions will be executed accurately.
- Ensure end-of-the-month inventory is accurate and completed.
- Trains, develops, and motivates supervisors and team members to meet and exceed established food preparation standards consistently.
- Provides guidance and direction to team members, including setting performance standards and monitoring performance. Identifies the developmental needs of kitchen team members; provides coaching and mentoring, helping them to improve their knowledge and skills.
- Ensure proper grooming and hygiene standards for all kitchen team members.
- Teaches preparation according to well-defined recipes and follows up and discusses ways of constantly improving the cuisine at the property.

- Frequently reviews finished products for quality and presentation before orders are sent to guests.
- Display exceptional leadership by providing a positive work environment, counseling team members as appropriate, and demonstrating a dedicated and professional approach to management.
- Understand team members' positions well enough to perform duties in the team members' absence or determine appropriate replacements to fill gaps.
- Advocates sound financial/business decision-making, demonstrate honesty, and integrity, and lead by example.
- Delegates as appropriate to develop supervisors and team members to accept responsibility and meet clearly defined goals and objectives.
- Maintain staffing levels to ensure that guest service, operational needs, and financial objectives are met. Collaborates with the Hospitality Administrative Assistant to complete department schedules.
- Collaborates with the Hospitality Administrative Assistant in the hiring and disciplinary process.
- Maintain knowledge of State/IHS food handling regulations and trends in the restaurant industry.
- Manages the kitchen Team Members to ensure compliance with all standards of best practices, sanitary requirements, including maintaining proper cleaning and safety procedures.
- Demonstrate consistent and refined communication and interpersonal skills.
- Maintain the kitchen and areas all food service areas to standard and health code regulations.
- Report any issues or suspicious activity to the Executive Director of Hospitality or designee.
- Monitor, oversee, and manage inventory, purchasing, and receiving of supplies and food from approved vendors.
- Maintain equipment and communicate any issues with the Executive Director of Hospitality or designee.
- Collaborate with the Executive Director of Hospitality or designee, with menu development, costing, and offerings.
- Coordinate and follow up on direct reports tasks.
- Collaborate with the Executive Director of Hospitality, or designee, on various administrative tasks such as inventory, purchase/food orders, and supply ordering.
- Interacts with guests to obtain feedback on food quality, presentation, and service level. Actively responds to and handles guest complaints.
- Communicate with all kitchen team members regarding any relevant information relating to property promotions, changes, services, BEOs, entertainment additions, policy and procedures or any other operational business needs.
- Implement and maintain strict inventory controls to prevent theft and unnecessary loss.
- Contribute to the department's annual operating and capital budget as requested.
- Support all needs for on-site and off-site events.
- Host monthly departmental meetings
- Perform other duties as assigned.

## **Job Qualifications:**

- High school Diploma or equivalent
- Culinary degree and eight years of experience in the food industry. A degree may be substituted for a total of five years in the food industry in a senior kitchen role
- Knowledge of the various processes for food control and food handling.
- Must possess or be able to obtain a Wisconsin Liquor License
- Must have working knowledge of federal, state, and local laws along with IHS regulations pertinent to restaurant operations.
- Must have excellent communication and organizational skills.
- Must be able to work quickly and efficiently in high-stress situations.
- Perform assigned duties under frequent time pressure.
- Must be computer-literate with specific proficiency in Microsoft and general office equipment.
- Must be able to obtain and maintain a Gaming License.
- Must possess a Serv-Safe certified and Alcohol Awareness Certification
- Ability to communicate effectively orally and in writing is required.
- Ability to work independently and establish priorities is required.
- Attention to detail and accuracy are required.
- Flexible schedule (including nights, weekends, and holidays)

Native American preference applies to all candidates for this position.

Apply online at:

[www.sevenwindscasino.com](http://www.sevenwindscasino.com)  
Our Team

If you are unable to apply online or wish to submit a transfer request/application, submit information to:

Sevenwinds Casino, Lodge & Conference Center  
Human Resource Department

13767W County Road B  
Hayward, WI 54843

Tina Coss, Human Resource Manager  
715-634-5643 Ext. 6107