



**DAVISON
ORCHARDS
COUNTRY VILLAGE**

Executive Chef Job Description

March 2024

Overview

The primary responsibility of the Executive Chef is to provide day to day support and direction to the production kitchens and bakery at Davison Orchards. This is done primarily through equipping the department managers and front line staff with the tools and resources to do their jobs successfully. The Executive Chef will work alongside the Store Manager to promote the established culture and values of Davison Orchards.

Accountability

This position is directly accountable to Laura Shaw

Ambassador of culture to staff and guests

The Executive Chef will promote a strong culture of TOGETHER by working with the team to ensure that established cultural and core standards are met. This is done through being visible and working alongside the team in the operation, providing recognition to staff, promoting good public relations, and handling complaints, concerns or special requests for guests.

As the Executive Chef, you are responsible for the day to day management of the production kitchens and bakery at Davison Orchards Country Village

- Interviewing, hiring, training, evaluating and managing employees in production kitchens and bakery
- Overseeing the scheduling of production kitchens and assist department managers as needed
- Creating a work environment where team members are recognised for going above and beyond and are encouraged to grow their culinary skills to further their careers.
- Providing conflict resolution with department managers, staff and guests as needed
- Supervising daily operations in the production kitchen and bakery and assisting with responsibilities and duties in the absence of staffing or managers or due to heavy demand

- Designing, developing, costing and overseeing the execution of menus
- Creating and maintaining comprehensive manuals for the production kitchen, bakery and station guides for the Front of House.
- Overseeing quality and standardization of food items, ingredients, and preparation methods
- Supply management: Responsible for meeting with suppliers and ordering of products to meet service and menu demands. Resolving order and invoice discrepancies and finding cost effective ways to source product without losing quality with suppliers.
- Providing production numbers to department managers and monitoring inventory levels
- Ensuring complete compliance with all Food Safe standards, by the kitchen and service staff. Providing accountability to ensure they are following Safety and sanitation guides, temperature logs, and cleanliness.
- Observing the physical condition of facilities and equipment and making recommendations for corrections and improvements as needed.
- Monitoring operating costs of all production kitchens and food outlets
- Coordinating special orders and events
- Communicating with guests regarding quality or service feedback
- Ensuring timely and effective communication with the store manager to support the ongoing success of the Country Village at Davison Orchards

Operations at the Country Village are dynamic and interwoven with many departments and team members working together to accomplish our vision. The Executive Chef will take a collaborative approach with the leadership team at the Country Village to work towards this goal:

“To be a sustainable farm business that builds loyal customers, fulfilled staff and positive memories in a wholesome environment for our community to enjoy”