

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Executive Chef		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Court of Appeal of Alberta	Ministry Alberta Justice
Present Class Cook 2		Requested Class Cook 3	
Program Code		Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Executive Chef is a culinary professional and head of the entire Servery operation including managing inventory, budgeting, menu planning, plating, and training and managing all kitchen staff. The Executive Chef ensures the highest standard of food quality and smooth and efficient service from menu creation to food execution. The Executive Chef is ultimately responsible for the Servery's success or failure and is very much hands on requiring attention to detail and a positive work attitude.

This position has overall responsibility for planning, preparing, serving meals for approximately 40 to 50 judges and provides lead-hand guidance to kitchen staff. This position is expected to develop new ways to enrich menus and to research new products. This position is also involved in planning and organizing special events, which could encompass up to 100 or more attendees.

The Executive Chef has many skills beyond just cooking. The Executive Chef possesses advanced knowledge of pastry techniques and understands the need for accurate measuring, mixing techniques, proper oven temperature and timing and the impact of overbaking and underbaking. The Executive Chef has the ability to creatively create recipes and execute them consistently and quickly. The incumbent has excellent communication and organizational skills and is an expert in sanitation and quality. The Executive Chef has the ability to work under pressure.

The Executive Chef manages many diverse aspects of the Servery. This position assesses dietary requirements of the judges and is accountable for the standard and quality of food production and the highest level of hygiene at all times. This position is attentive to the personal likes and dislikes and dietary trends to tailor menu options to meet judges' food preferences. This position assumes responsibility for all food and supplies for the kitchen including ordering and maintaining appropriate stock levels, managing the Servery budget while being mindful of accurate costing of all dishes prepared, and overseeing general maintenance of the kitchen, private dining room and the judicial lounge. The Executive Chef also ensures wastage is minimized by careful supervision of food preparation methods and proper hygienic storage are utilized to prevent food loss and food borne illnesses.

The Executive Chef oversees the work of kitchen staff, trains new staff and is responsible for delegating duties in accordance with menu requirements and judges' physical requirements, i.e., wheelchair accessibility, limited mobility and other physical challenges. The Executive Chef monitors the work of kitchen staff to ensure all tasks are completed, staff is always working safely, and workstations are kept clean and hygienic.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- **Manage kitchen staff**
 - Orient, train, develop and motivate staff by teaching them the skills they require to perform their roles

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- and helping them meet and exceed established food preparation standards on a consistent basis.
- Provide direction for all day-to-day kitchen and Served operations and delegate duties to kitchen staff in accordance with menu requirements.
- Oversee and monitor the work of kitchen staff to ensure all tasks are done as required and meals are produced and served on time.
- Ensure safe, clean and hygienic working conditions and staff follows essential elements for good hygiene including self and work areas.
- Establish staff schedules to ensure there is sufficient help throughout.
- Conduct morning briefings and other administrative sessions with staff.
- Display exceptional leadership by providing a positive work environment, counselling employees as appropriate and demonstrating a dedicated and professional approach to meal preparation and service.
- Ensures proper clothing and footwear, grooming and hygiene standards for all kitchen staff.
- **Manage kitchen stock**
 - Manage all food supplies for the kitchen including the ordering and control of appropriate stock levels.
 - Ensure wastage is minimized by careful supervision of food preparation methods and proper hygienic storage methods are utilized to prevent food loss and food borne illnesses.
 - Rotate stock ensuring older stock is used first and prior to its expiry date.
- **Plan meals ahead of time**
 - In accordance with the Canada Food Guide, plan all menus on a weekly basis in order to provide nutritional, well-balanced meals and taking into account the number of judges available and their dietary food restrictions.
 - Monitor judges' schedule on an ongoing basis and make changes to menus accordingly.
 - Develop new ways to enrich menu program and research new food products.
- **Prepare and serve meals to judges of the Court of Appeal, Court of King's Bench, and Alberta Court of Justice**
 - Prepare baked goods and ensure that they are available in the morning and at lunch. Ensure coffee, tea and water are readily available at all times.
 - Oversee the preparation, delivery and serving of noon meals for the judges.
 - Determine how food should be presented and create decorative food displays.
 - Recognize superior quality food items, presentations and flavour.
 - Ensure proper handling and right temperature of all food products.
 - Ensure meals are produced on time and sufficient quantities are available.
 - Maintain updated and accurate costing of all dishes prepared.
 - Interact with judges to obtain feedback on food quality, presentation and service levels.
 - Direct and oversee food preparation for special functions as requested by the judges (e.g., Annual Christmas parties; retirements gatherings, Town Hall meetings and monthly Lunch and Learn seminars).
- **Establish and manage Served budget**
 - Establish Served budget and monitor and reconcile expenses.
 - Research alternative options for food items, kitchen supplies and equipment keeping in mind quality and costs.
 - Budget expenses according to number of judges expected.
 - Research food prices, foods in season that are available at the most economical vendors and suppliers.
 - Account to the Judiciary Served Representative (s) for all expenses incurred in relation to budget requirements (e.g., receipt tracking).
 - Track all expenditures and ensure budget books balance.
 - Check received orders against invoices.

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- **Lunch service**

- Ensure food items are set out for the buffet in a timely manner.
- Make certain that table service to the judges take into consideration dietary concerns, accessibility requirements and personal preferences.
- Ensure staff makes available water, ice, tea, coffee and soft drinks for the judges.
- Assure tables, dishes and tables are clean and appropriate.
- Oversee service to the private dining room, conference rooms and offices as required.

- **Kitchen duties**

Ensure the following:

- counter areas and tables and dining room are clear and clean.
- lounge is clean and dishes are gathered throughout the day.
- fridges and freezers are checked to ensure the shelves are clean and the food is fresh.
- dishwashing duties are performed throughout the day.
- tables are cleaned and set daily.
- coffee stations and judges' lounge are cleaned and coffee cups and stock supplies are delivered daily.

- **Cleaning and maintenance**

- Develop/implement a cleaning schedule.
- Ensure cupboards, fridges, freezer, ovens and microwave are cleaned on an ongoing basis.
- Monitor operation of all equipment and ensure repairs are undertaken as required.
- Ensure all equipment in the kitchen and server is properly maintained and in working order in accordance with local health officials.

- **Health and safety**

- Ensure that best practises are followed regarding food preparation, hygiene and the use of kitchen appliances, tools and utensils.
- Follow and enforce all applicable safety procedures specified for kitchen and food servers.
- Participate in the Alberta Government Safety Program (as stated in Article 43 of the Collective Agreement - Food Safe course) and take responsible care for the protection of employee health and safety in the operation of equipment and the storage or handling of materials and substances as required by the *Occupational Health and Safety Act*.
- Ensure a Food Handling Permit is renewed yearly and posted in the Servery pursuant to the *Public Health Act* – Food Handling Regulation.

- **Administrative responsibilities**

- Coordinate the acquisition of needed goods and services.
- Submit new and replacement equipment and fixed assets requirements for the annual budget.
- Forward invoices and receipts to the Office Administrator or the Judiciary Servery Representative as appropriate.
- Communicate with Judicial Servery Representative as required.
- Participate in choosing food and supply vendors and negotiate contract with vendors.
- Effectively communicate and collaborate with the supervisor and the judges and their staff with the intent of achieving effective delivery of services.
- Make recommendations to management regarding kitchen supplies and equipment requirements.
- Research options and make recommendations for the purchase of required equipment.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision-making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position has overall responsibility for the planning, preparing, serving meals for approximately 40 to 50 judges and provides lead-hand guidance to kitchen staff. This position is expected to develop new ways to enrich menus and to research new products and be aware of judges' allergies, sensitivities and dietary needs.

This position operates within established policies and procedures, and prepares meals in accordance with Canada Food Guidelines, health and safety standards, food safety standards and equipment requirements.

The Executive Chef requires thorough knowledge of food preparation methods and equipment, creativity and a drive for successful results in a fast-paced environment. Successful results include diverse/high quality meals with appealing presentation while remaining conscious of dietary, ethnic and religious restrictions.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Complexity and Diversity:

Position performs a role in organizing the kitchen staff and ordering food and materials and ensures the kitchen operations run smoothly.

Relationship Building:

This position fosters positive and effective relationships with a wide range of stakeholders including Ministry staff and judges. Position must be able to connect and build trust, diplomatically managing relationships to bring different perspectives together.

Development of Self and Others:

This position requires a commitment to continuous improvement for self and career development discussions and mentorship of staff.

Communication:

The position must have the ability to effectively communicate professionally and confidentially with the judges and staff with tact and diplomacy while respecting privacy and confidentiality.

Knowledge:

Requires a thorough knowledge of food preparation methods and equipment. Must have exceptional knowledge of nutrition, food principles, sanitation and kitchen safety. Requires a journeyman's level certification of cooking and two years of related experience in the methods and procedures used in the preparation. Knowledge food storage principals and large-scale cooking equipment used is a must. Having an eye for detail and creativity to look at things differently is key to developing the best food and beverage experience. Proficiency with computers and computer programs including Outlook and Microsoft Word is required.

Responsibility:

Position's main focus is on the service of food preparation and distribution.

Creativity/Problem Solving:

This position is open to new ways of achieving results, actively seeks out different approaches to work, sets priorities and takes calculated risks that result in optimizing resources and/or improving the delivery of services and operation. Having an eye for detail and creativity to look at things differently is a key to developing the best food and beverage experience. Position's duties are diverse and are primarily operational. There is latitude to operate within guidelines such as the Canada Food Guide when the position plans and organizes its daily work. Judgement is exercised on a daily basis and is based on prior job-related experience within somewhat diversified procedures.

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Health and Safety:

Position must have a thorough knowledge about health, safety and food standards and must at all times comply with the *Alberta Government Safety Program* that is stated in Article 43 of the collective agreement. Familiarity with the *Occupational Health and Safety Act* is also a requirement.

Organizational Skills:

Strong organizational and time management skills are required to ensure that the team is able to complete work within established timelines and maintain a high standard of service. Management and oversight of processes, policies and systems are key responsibilities of this role. This requires excellent time management abilities as well as a focus on results and service delivery.

Leadership Skills:

Position must have well developed interpersonal, leadership, listening, negotiating and team building skills and have the ability to set priorities. Working collaboratively with staff in the Servery is required. This position displays leadership in guest hospitality, exemplifies excellent customer service and creates a positive atmosphere.

Physical demands:

Moderate to heavy work is required when packing/moving groceries, large appliances and tables. Long periods of standing are involved in this position. Work is repetitive in nature (e.g., chopping and slicing).

Security:

Judicial service workers are required to work in secure areas and must follow policies and procedures to ensure security risks are minimized.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

This position provides direction and guidance to food preparation and serving staff and works with staff to plan, organize and participate in special occasion's functions and events.

Daily contact is maintained with internal stakeholders including supervisor, judges, staff and co-workers.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position provides direction and guidance to kitchen staff.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

The Executive Chef oversees the overall operations of the judicial Servery and manages all aspects of food/service delivery from start to finish. This position is accountable for the standard and quality of food production, the highest level of cleanliness and hygiene at all times and safe working conditions. The Executive Chef oversees the work of kitchen staff, is responsible for delegating duties in accordance with menu requirements and ensures all tasks are completed.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).