



American Culinary Federation Certified Executive Chef Role Description

Overview

The American Culinary Federation (ACF) Certified Executive Chef (CEC) displays leadership and excels in managing and motivating employees. A CEC is a skilled, professional chef who manages the kitchen and has demonstrated the knowledge necessary to ensure a safe and pleasurable dining experience by preparing food that is delicious, nutritious and safe to eat. The ACF CEC follows proven business practices ensuring a financially successful operation.



Constituents

Guests
Employees
Owners
Management Team
Culinary and Local Community
Vendors

Indicators of Success

- Achievement of customer satisfaction and loyalty goals.
- Achievement of food & beverage revenue, profit and customer satisfaction goals.
- Achievement of employee satisfaction and retention goals.
- Achievement of the financial goals.

Areas of Responsibility

Manage all Aspects of Food, Products and Equipment

- Develop culinary concepts based on market research data.
- Develop specifications (quality, quantity, nutrition, etc.).
- Create, select, test and evaluate recipes.



- Food presentation.
- Product execution (work flow).
- Disseminate product information internally.
- Participate in the design of all areas of the facility.
- Supervise and direct baking and pastry production.

Lead the Culinary Team

- Develop a staffing plan and job descriptions.
- Recruit and select the culinary team.
- Train the culinary team (front and back).
- Supervise and manage the culinary team.

Ensure Safety and Sanitation

- Develop & communicate a safety plan encompassing facility, equipment, chemicals, disasters, & emergencies, employee & customer safety and disposal of waste.
- Ensure proper sanitation by preventing time/temperature violations and cross-contamination.
- Demonstrate proven risk management practices.

Manage Marketing, Merchandising & Strategic Public Relations

- Participate in the development of a marketing plan.
- Promote the product by articulating and communicating culinary concepts to the market.

Fiscal Responsibility

- Ability to make decisions during the budget process.
- Analyze financial reports.
- Meet financial goals by controlling costs and maximizing efficiency.

Ethics, Professional and Legal Issues

- Perform the duties of the profession in a manner consistent with the ACF Culinarians' Code.
- Perform the duties of the profession in a manner consistent with governing laws, codes and regulations.
- Demonstrate social responsibility to the customer, industry and community.

Success Factors

Focus on the customer

- Seek to understand the customer (internal/external) and meet the needs of both the customer and the company.

Think Creatively

- Develop innovative approaches and imaginative solutions that meet real needs.

Apply Professional, Product of Technical Expertise

- Apply expertise to real world situations.

Improve Continuously

- Constantly assess and adapt current practices to perform a task better, faster or more efficiently.

Attention to Detail

- Ensure that data is accurate, work is thorough and to the highest quality standards.

Build Strong Relationships

- Foster trust and cooperation among coworkers, customers and suppliers; develop and sustain personal contact in order to provide mutual benefit.

Share Information

- Provide information so that coworkers, customers and suppliers understand and can take action.

Drive for Results

- Work to achieve high levels of personal and organizational performance in order to meet or exceed objectives.

Foster Teamwork

- Work well in a team environment and motivate teams to sustain exceptional levels of performance.



Key Skills

Cooking

- Consistently demonstrate culinary techniques and knowledge while preparing safe, nutritious and appetizing food.

Delegation

- Assign tasks using such techniques as needs analysis, individual skills assessment, objective setting and communication.

Organization

- Demonstrate ability to proactively prioritize needs, put first things first, and effectively manage resources.

Performance Management, Supervisory

- Demonstrate ability to relate to, communicate with and motivate employees to sustained high performance and quality levels.

Planning

- Skilled in determining whether tasks should be attempted, identifying the most effective way of completing the task, and preparing who to overcome unexpected difficulties.