

Greens Point Catering Event Chef

Job Description:

This is a seasonal position with opportunity for full time hours in the on season. Hours will vary from week to week based on events.

The event chef is responsible for all actions regarding the food from checking it out at the GPC kitchen to cooking, presenting and replenishing for meal service and cleaning up and distributing at the end of the night. They must manage their time in a way that ensures the food is ready before it is time for meal service to begin. The event chef must work alongside the event manager to guarantee the successful execution and final outcome of all events. They must also lead staff and delegate any tasks necessary. They must be able to problem solve and think on their feet if an issue with the food arises, coming to the best possible solution and executing said solution. The onsite chef will also maintain a clean and safe kitchen environment and make sure all other staff is doing the same.

Uniform: All Event Chefs must wear the required uniform which consists of clean black shoes, clean, pressed, black, dress pants and black socks. You may wear a Green's Point issued black T-shirt during set up and clean up. During service, a clean, black Chef coat or Greens Point issued black dress shirt is required. You must be presentable to guests at all times.

Load Out: Meet the Event Manager at shop at scheduled start time and assist with loading the van with all the equipment necessary for the event. (*the dry goods/equipment table)

After the van is loaded, proceed to check out with kitchen chef on all the food according to the menu. During this time, chef is responsible for the following:

- making sure every item on the menu is correct, per menu specs. Also making sure items are of high quality and are consistent.
- insure quantities are correct per chef's experience (counting app pieces, general knowledge of number of pans and pounds needed to feed guest counts, counting protein pieces such as steaks and fish filets)
- instructions are received from exec chef on all food prep (app visuals, heating times, prep needed, garnish, etc.)
- all food is transported from check out area INTO the van.
- double checking the equipment pull to make sure you have all the proper kitchen equipment such as hotel pans, sheet trays, chaffers, utensils, etc.

During load out, chef will prepare a chef timeline that will be posted on kitchen wall with his duties to be completed and scheduled times per the event timeline review with event manager.

Travel To Parties: Chefs have the option of either:

Driving the van to the venues and transitioning to floor staff once the kitchen is cleaned up after the party and van is loaded. (thus gaining additional pay hours) OR

Driving their own car to the party and signing out once kitchen is cleaned and van is loaded. In this instance a van driver/back captain will join the event manager to drive the van.

When driving the van they will obey all traffic laws and drive in a safe manner to ensure all cargo gets to the event intact.

On Site Prep Time:

Once on site the chef assists with unloading the van.

The chef then organizes all the food and the kitchen area and tests the oven and any equipment to make sure everything is working properly. They will do whatever they can to make sure food is kept clean, safe and at a responsible temperature.

If buffet service, chef is responsible for setting up the buffet including décor, chaffers, dinner plates on buffet and serving utensils in place. Often times the Event Designer will assist but it is ultimately chef responsibility.

If plated dinner, chef counts salad plates and place in refrigerator to chill. Prepares the service line with counted plates and has all your utensils ready.

If bread is on the menu, chef is responsible for cutting bread and placing in individual baskets for table service or stocking large bread basket for the buffet. When staffing allows, the Event Manager may assign a staff member to assist with bread. Ultimately, it is chef's responsibility to make sure bread is done correctly.

The Chef is responsible for knowing how many appetizers are available and how long the cocktail reception is. The idea is to pace the apps so that we always have a presence on the floor but that we do not run out before the allotted time is over. Also, it is chef's job to always save at least two of each appetizer to put on a plate to serve to the Bride and Groom as they sit down for dinner.

Buffet Prep: Chaffing sternos should be lit 1 hour prior to dinner service time. First round of food should be ready and dropped into chaffers 30 minutes prior to service time. The Chef is responsible for making sure that all food is cooked properly and finished on time. Before buffet service begins, go over serving size, ingredients and quantities with the service staff.

Plated Salads: The Event Manager will assign staff to build salads. The Chef is to get them started and make an example salad so they know what it should look like. The Chef is to oversee the process to make sure that the correct amount of salads are made in the time allotted and that salads are built correctly.

Plated Dinner: Light sterno 45 minutes prior to service and drop first round of food 15 minutes prior to service. Make sure all the staff serving on the line know what they are serving and where it is placed on the plate. Be ready to go when the Event Manager says go.

During Meal Service:

During buffet service chef is responsible for keeping the buffet clean and stocked. They also to remain visible to the guests to assist with any questions and to keep the line moving efficiently. Chef stays in communication with the Event Manager regarding half way point in guest escorting. This allows time to assess food remaining and make sure that our serving sizes are correct. It is chef's responsibility to make sure we do not run out of food or that we have too much food left in the end and to make adjustments during service so this does not happen.

During plated service: Chef is responsible for replenishing pans on the plate up line and reviewing plates that the line is preparing. Chef is making sure presentation is appropriate and that portion sizes are correct. Again, at half way point in service, chef assesses guest count remaining verses food remaining to make sure no additional adjustments are needed in order to complete all plates.

After Dinner Service:

is over you are responsible for breaking down the buffet or the plating line and cleaning up the buffet area including breaking down tables and sweeping when required. You will pack up any food for the client if the guest count was short (to take with them in the Tupperware provided by client). We will feed the vendors and venue staff first and then our staff with anything left over after appropriate portions have been reserved for client. Chef will be responsible for doing dishes or overseeing staff who is doing them, cleaning the kitchen, cleaning our equipment and loading the van.

ONCE VAN IS LOADED, chef duties conclude. At this point, you either sign out, or convert to floor staff, depending on how you were scheduled. If driving van, you will drive the van back to shop and assist the Event Manager with unloading the van and putting all the equipment away in its proper place.

General Management:

Always remember the chain of command while at an event: The Event Designer is ultimately our boss. The Event Manager is in charge of executing the event and managing the staff including the Chef. Next in line is the Chef. You are expected to assist the Designer and Manager in any way possible. You must also keep a positive attitude at all times and follow through with any requests made by the client or the venue manager. Keep in mind that there are always guests, vendors and venue staff within earshot. Keep your area clean and organized and always behave appropriately. The chef is the GPC management representation in the kitchen. It is their responsibility to motivate and correct staff when they are in the back. They will "have the back" of the event designer, event manager, and ownership of Greens Point Catering.

When staffing allows, the Event Manager will assign staff to assist the Chef but this does not always happen. If at any time you feel behind or need help you need to inform the Manager. Do not be afraid to ask for help.

If at any time you realize that food or equipment is missing please inform the Manager ASAP so we can come up with an alternate plan or make arrangements for the item to be delivered.

Finally Smile and have fun.

Qualifications:

Strong customer service skills: Knows what needs to be done and is willing to go above and beyond to make guests and clients happy.

Detail Oriented and Organized: Must be able to see even the smallest details that need to be done to elevate the event and take initiative to make them happen. Must be able to see all the moving parts of the event and stay calm and keep them all organized.

Strong leadership and management skills: Must know how to lead by example. Understands when to motivate, rally and reprimand staff and is able to resolve conflict. Understands how the timing of the event works and can execute all aspects professionally and in a timely manner.

Stamina: Event chefs are required to work long shifts that often include them being on their feet a majority of the time. They must be able to lift, push and pull heavy items and be willing to work in a variety of elements. They must also be willing and ready to do it all over again the next day.

Knowledge of Kitchen Tools: Have the knowledge and confidence to work in a kitchen and use the tools required in an efficient and safe manner.