

The High Line Hotel

Executive Chef & Beverage Director

Job Summary

Expand your career by joining the team at The High Line Hotel, one of many superior MCR Development, LLC properties. We currently have an exciting opportunity for an Executive Chef & Beverage Director at the luxury boutique 60-room High Line Hotel in Chelsea New York, and are actively looking to meet the best and brightest talent that the hospitality industry has to offer. We would welcome the opportunity to speak to you regarding this position as well as to answer any questions you might have regarding the company.

Responsible for all aspects of managing the Food and beverage staff, including all back of house, front of house, utility, and setup personnel, ensuring the quality preparation of all menu items and proper handling/storage of all food items in accordance with standards. Coordinates the purchase of all food, beverage, operating supplies, develops menus, maintains approved food and labor costs, and achieves budget targeted results. This candidate must be sharp, energetic, and service oriented.

Job Requirements

I. General Responsibilities

- Review the daily activities; check the following:
 - Count
 - Forecasted covers
 - Catering Activity
 - Purchases
 - Meetings
 - Appointments
 - VIP's/Special Guests
- Maintain complete knowledge of and ensure staff's compliance with all departmental/hotel policies & procedures, ensuring that all food and physical safety policies and guidelines are upheld.
- Establish the day's priorities and assign production and prep task to execute
- Provide continuous oversight and feedback on all culinary and service operations
- Review banquet function sheets and make note of changes
- Meet with cooks and service staff to review schedules, assignments, anticipated business levels, changes and other information pertinent to the job performance
- Communicate additional or changes to the assignments as they arise throughout the shift. Identify situations, which compromise the department's standards and delegate these tasks
- Maintain complete inventory management of all food, beverage, chemicals and supplies. Includes daily monitoring of high value items, monthly inventories, spot checks and accounting team audits.
- Purchase the day's supplies and make sure that they are received and stored correctly
- Meet with the Stewards to review equipment needs, banquet plate up assistance, cleaning schedule, project status, safety and sanitation follow-up
- Responsible for time and attendance management of the food, beverage, and event team. Ensure that staff reports to work as scheduled; document late or absent employees
- Ensure that appropriate breaks are taken by the staff, in accordance with MCR policy and local labor law
- Create and maintain an atmosphere of professionalism and style that is in harmony with the brand image of the hotel. Inspect grooming and attire of staff; rectify any deficiencies
- Check and ensure that all opening duties are completed to standard
- Ensure that each kitchen work area is stocked with specified tools, supplies and equipment to meet the business standard
- Ensure that recipe cards, production schedules, plating guides, photographs and equipment meet business standard
- Ensure that all staff prepares menu items following recipe and yield guides, according to departmental standards

- Monitor and develop team member performance to include, but not limited to, providing supervision and professional development, scheduling, conducting counseling and evaluations and delivering recognition and reward
- Work on line during service and assist wherever needed

II. Essential Job Functions

- Provide leadership and management of all Food and Beverage operations to include, but not limited to, guest service, food and beverage quality, inventory management, outlet reservations and occupancy, systems management, budget and forecasting, marketing, report generation, department management and meeting participation and facilitation
- Maintain effective par inventory levels for all consumable supplies, foodstuffs, and beverages, in accordance with purchasing policies and budgeted goals. Be aware of any shortages and make arrangements before the item runs out
- Observe guest reactions and confer with Service Staff to ensure guest satisfaction
- Promote positive satisfaction at all times
- Be familiar with all hotel services/features and attractions/activities to respond to any guest's inquiry
- Monitor and handle guest complaints ensuring guest satisfaction
- Conduct frequent walk through of food & beverage areas and direct respective personnel to correct any problems. Ensure that the quality and details are being maintained.
- Maintain proper storage procedures as specified by Health Department and hotel requirements
- Ensure that staff maintain and strictly abide by state sanitation/health regulations and hotel requirements
- Complete work orders for maintenance repairs and submit to Engineering. Contact Engineering for urgent repairs
- Develop new menu items, test and write recipes. Prepare menu analysis and recipe costing
- Develop and implement menus and food and beverage marketing strategies in partnership sales and marketing team and hotel leadership
- Assist Catering Department with developing special menus for functions; meet with clients as requested
- Review sales, labor, and food and beverage costs daily. Resolve any discrepancies with the controller
- Minimize waste and maintain controls to attain forecasted food and labor costs
- Ensure that excess items are utilized efficiently
- Monitor and ensure that all closing duties are completed to standard before staff signs out
- Foster and promote a cooperative working climate, maximizing productivity and employee moral
- Oversee and direct training of new hires in specified phases of the kitchen, service, event, and setup teams. Maintain an ongoing training program for existing staff. Re-evaluate positions in the operation and make changes when necessary
- Provide feedback to staff on their performance; handle disciplinary problems and counsel employees according to hotel standards
- Conduct scheduled performance reviews
- Interview and hire new personnel according to hotel policies and standards
- Prepare weekly work schedules for all kitchen personnel in accordance with staffing guidelines and forecasted labor costs. Adjust schedules throughout the week to meet business standards.
- Prepare daily/weekly payroll reports
- Document pertinent information in the log book and follow up on items notated during other shifts
- Plan and conduct monthly department meetings
- Attend weekly staff meetings, F&B meetings, pre-convention meetings and BEO review meetings
- Return business telephone calls and answer all correspondence
- Research local farm products, new suppliers, and special markets
- Attend gourmet shows, food and wine meetings
- Perform at special events and off-premise functions
- Schedule and conduct month-end inventories

Essential Skills Required

- * Ability to enforce hotel's standards, policies and procedures with all kitchen personnel

- * Ability to prioritize, organize and delegate work assignments
- * Ability to direct performance of kitchen and restaurant staff and follow-up with the corrections where needed
- * Ability to motivate staff and maintain a cohesive team
- * Ability to ascertain staff training needs and provide such training
- * Ability to be a clear thinker, analyze and resolve problems, exercising good judgment
- * Ability to perform job functions with attention to detail, speed and accuracy
- * Ability to transport cases of received goods to workstations; pots and pans of food from storage/prep areas to the serving line
- * Ability to work in a noisy, hot and sometimes closed conditions
- * Ability to work with all products and food ingredients involved
- * Ability to use all senses to ensure quality standards are met
- * Ability to operate, clean and maintain all equipment required in job functions
- * Ability to plan and develop menus and recipes
- * Ability to ensure security of kitchen access, products and hotel property
- * Artistic talent

Additional Requirements

- * Expert knowledge of Banquets & Catering
- *Excellent leadership & time management skills
- * Strong organizational skills
- * Strong customer service orientation and skills
- * Must be self-motivated and results oriented, and exhibit a “can do” attitude.
- * Creative problem solving skills
- * Proficiency in Microsoft Office products

Position Offers:

- * Competitive Salary
- * Growth Potential
- * Health and Dental Insurance
- * Paid Vacation

Disclaimer:

The above is intended to describe the general contents of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.