HEAD CHEF & DIRECTOR OF CATERING OPERATIONS
(Full-time Position)

For illustrative purposes only and subject to change. This does not constitute an employment contract. Any employment with Creedon and Co., Inc. is on an at-will basis only.

ROLES & RESPONSIBILITIES:

• Responsible for daily and overall operations and success of the catering division and food service division of the company

• Manage and run the daily catering operation at the company's headquarters, but also manage and oversee the catering division's staff and off-site operations including catered events, concessions, temporary food service operations, and satellite locations

• In charge of all things related to the catering and food service operation including without limitation menu creation; management, training, and scheduling of kitchen and catering staff; ordering and purchasing inventory and equipment; exceeding all local, state, and federal inspections; establishing and enforcing standards for the preparation and presentation of all foods and beverages

• Contribute as a team player in conjunction with the catering staff, tent & equipment staff, and office staff. This includes assisting co-workers with any tasks that arise to deliver top-notch results to our customers. Perform other duties as requested and fill in for other positions, when necessary, for smooth operation of the business

• Adhere to all company policies, procedures, rules and regulations in written or verbal form. Comply with government and industry health and safety requirements

• Remain current and at the cutting edge of industry trends to develop and implement new concepts

REQUIREMENTS:

• Degree from a culinary arts institution or program

• Knowledge and experience managing a team in the catering or food service industry
• Ability to work efficiently and multitask to meet deadlines in sometimes hectic environment
• Ability to set and meet budgets while not compromising quality of product or service
• Ability to work varying schedule including days, nights, and weekends as needed
• ServSafe or other equivalent certification in food handling and preparation
• ServSafe Allergen Awareness or other equivalent certification to demonstrate knowledge and ability to accommodate food allergies
• Knowledge and experience with CaterEase software helpful, but not required
• Valid driver’s license; knowledge and experience driving cargo vans and cube trucks helpful, but not required
• Ability to lift, load, and unload items on to and off of trucks
• Professional personal appearance; attention to detail; professional, cheerful, can-do attitude at all times
• Non-smokers only

COMPENSATION
• Salary commensurate with experience
• Benefits include health insurance, voluntary vision and dental plans available as well; 401(k) retirement savings plan available; paid time off available
• Discounts on catered events and equipment rental for personal and immediate family use