

Executive Chef

Be Part of Us!

- **United Auburn Indian Community (UAIC)** has an opening for an **Executive Chef**.
- We are a federally recognized Native American tribe, dedicated to improving the welfare of our Tribal Members, our employees, and the surrounding communities.
- UAIC allows employees to be innovative and forward-thinking while working in an environment that respects tradition.
- We provide **100% employer paid** Medical, Dental, & Vision benefits for you and eligible family.
- We contribute to your retirement account **starting at 4%, whether or not you contribute** yourself.
- **Work/life balance** is valued by UAIC -- We provide **fifteen (15) paid holidays and five (5) weeks accrued PTO in your first year**.
- The starting annual salary for the position **\$90,000.00**.
- **Please visit <https://www.auburnrancheria.com/careers/> to apply**

Position Summary

Under the supervision of the Sr Supply Chain & Logistics Manager, the Executive Chef is responsible for the overall operation and the successful leadership and management of the Food and Beverage Department. This position ensures consistent preparation of innovative and creative cuisine of the highest quality, presentation, and flavor. The Executive Chef is responsible for all facets of F&B including staffing, menu planning, ordering, food production, catering, staff training and development, inventories, and budgeting. Tact and sound judgment are routine requirements in communicating with all points of contact inside and outside the organization. Executive Chef must possess the ability to lead, coach, guide, and mentor staff in the pursuit of elevating individual and team performance levels. This position actively explores and pursues training and certification opportunities for self and staff. Passionate commitment to the craft is expected; as well as the ability to motivate and inspire staff in the attainment of excellence. The Executive Chef must be willing to solicit and act upon customer feedback to continuously improve the service offering. This position is expected to periodically work after hour events and functions, both on and off site as needed.

Job Functions

Essential Functions

- Practices, supports, and promotes UAIC culture and demonstrate Four Diamond service standards at all times.
- Directs and works with F&B staff to successfully execute all food and beverage operations in terms of high-quality food offerings.
- Manages the F&B Department, including staff and the day-to-day operations.
- Evaluates and documents performance of all F&B staff and facilitates corrective action when necessary.
- Oversees operating and capital budgeting processes, including day-to-day forecasting of labor, food and beverage costs, as well as operating costs.

- Performs administrative functions including but not limited to, policies and procedures, and communication with vendors and internal departments.
- Evaluates equipment, stock levels, labor, and takes appropriate actions to ensure all areas are prepared and in working order.
- Supports and directs the F&B documentation of attendance, discipline, incidents, and schedules, meeting notes, reports and any other related material.
- Provides leadership on proper methods of food preparation, portion sizes, creativity, and garnishing.
- Maintains knowledge of products offered, including recipes, presentation, and ordering.
- Evaluates, recommends, and executes kitchen equipment purchases and annual capital expenditure plans.
- Maintains the departmental budget according to policies, including ongoing expense review, approval, and tracking, and making periodic presentations to the Tribe's Finance Committee.
- Ensures all F&B operations follow safety and health guidelines in accordance with governmental public health and sanitation regulations.
- Remains informed of new developments affecting all F&B operation.
- Recognizes and reports all broken and/or malfunctioning equipment and corrects in a timely manner.

Non-essential Functions

- Completes the duties of other F&B staff when needed, and is capable of performing the duties of all F&B positions.
- Assists with Tribal events on weeknights and weekends, as needed.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Thorough knowledge of US and California Nutrition Standards and Guidelines
 - Must possess the ability to effectively justify and articulate any deviations from the above guidelines.
- Health codes and sanitation principles.
- Advanced knowledge of various types of foods and preparation styles.
- Advanced arithmetic calculations.
- Cold storage procedures.
- FIFO food rotation procedures.
- Excellent computer literacy, specifically with Microsoft Office, including Word, Excel, and Outlook.

Skills

- Planning and organizational skills.
- Leadership and supervisory skills.
- Skills in observing employee performance and evaluating staff.
- Creativity.
- Valid food handler's card or skills to obtain one.
- Advanced knife skills.

- Excellent customer service skills.
- Proactive problem resolution skills.
- Excellent communication skills.
- Attention to detail.

Abilities

- Ability to work well under pressure and in a fast-paced environment.
- Ability to research and develop new and creative menu items, including the promotion and presentation of scheduled “tasting events” or during catered serviced events.
- Ability to document and report on nutritional values and food ingredient facts of all service offerings in a consistent, easily understood format. Including the use of signage, flyers, QR codes and the company intranet.
- Ability to delegate tasks.
- Ability to operate institutional kitchen equipment.
- Ability to inspect quality of food items.
- Flexibility and ability to handle last-minute requests.
- Ability to use standard office equipment.
- Ability to occasionally work early, late, and/or on weekends or holidays, and as required for special events.
- Ability to maintain accurate records.
- Ability to understand and carry out oral and written instructions.
- Ability to meet schedules and timelines.
- Ability to work as part of a team, as well as independently with little direction.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to relate well to students and staff.
- Ability to analyze budget and technical reports.
- Ability to interpret and apply UAIC policies, procedures, rules and regulations.
- Ability to supervise, train, and evaluate assigned personnel.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work with various and diverse groups in a tactful and effective manner.
- Ability to clear all necessary background checks

Qualifications

Minimum requirements

- Education:
 - High school diploma or equivalent
 - Diploma or Certificate in Culinary Arts
- Experience: Seven (7) years of experience in a high volume, multi-outlet food and beverage operation, including specialty and gourmet outlets.

Preferred qualifications:

- Bachelor's Degree in Restaurant Management or other Culinary Degrees/Certifications from accredited organizations such as, but not limited to:
 - International Food Service Executives Association (IFSEA)
 - The American Culinary Federation (ACF)
 - United States Personal Chef Association (USPCA)

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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