



**Executive Chef**

**American Bank Center, Corpus Christi, Texas**

**POSITION:** Executive Chef  
**DEPARTMENT:** Food and Beverage  
**REPORTS TO:** Director of Food & Beverage  
**FLSA STATUS:** Full Time Salaried Exempt

### **Summary:**

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for the Executive Chef for SMG American Bank Center. Manages subordinates' activities and directs and coordinates chefs, cooks, and other kitchen workers engaged in preparing and cooking foods.

### **Essential Duties and Responsibilities**

Include the following. Other duties may be assigned.

- Designs creative menus and plans production. Establishes presentation technique and quality standards.
- Schedules and supervises Kitchen employees.
- Coordinates and directs training of chefs, cooks and other kitchen workers engaged in the preparing and cooking foods to ensure high quality, efficient and profitable food service.
- Estimates food consumption, purchases and kitchen supplies.
- Reviews menus, analyzes recipes, determines food, labor, and overhead costs.
- Assigns prices to menu items in accordance with budgetary goals.
- Observes methods of food preparation and cooking, sizes of portions, and garnishing of foods to ensure food is prepared in prescribed manner.
- Establishes and enforces nutrition, sanitation and quality standards for food and beverage.
- Hire, train and supervise culinary personnel.
- Prepare work schedules, set staffing requirements and assure adequate coverage for all events.
- Develop/Establish forms, formats, time frames and filing procedures as required for all processes.
- Coordinate with F&B managers of upcoming events to insure culinary needs and expectations are met.
- Oversees all aspects of kitchen operations.
- Anticipate problems and appropriate solutions. Investigates, analyzes and resolves F&B culinary problems and complaints. Work with staff to resolve all issues.
- Handles assigned supervisory responsibilities such as: evaluating employee's performance: recommending promotions, raises, terminations, and disciplinary matters, etc.
- Develop and implement recipes for inventory controls.
- Assures facility readiness and smooth operation of events.

- Performs other duties as assigned by Director of Food & Beverage.

### **Supervisory Responsibilities**

Directly supervises Kitchen personnel. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Certificate from accredited culinary school, college or technical school, 3 or more years of hands on experience, and 1 or more years of Kitchen/culinary supervisory experience

### **Skills and Abilities**

- Ability to use, maintain and train others on basic food service and kitchen equipment
- Strong analytical and mathematic skills in relation to the culinary profession in the industry
- Strong communication skills and the ability to read, write and understand English
- Ability to interact with all levels of staff, including management
- Ability to problem solve
- Ability to prioritize multiple projects and comply with timelines.
- Maintain an effective working relationship with clients, employees, exhibitors, patrons and others encountered in the course of employment.
- Ability to work flexible hours based on events, including daytime, evening, weekends and holidays as needed.
- To perform this job successfully, an individual should have basic to intermediate knowledge of computers including but not limited Microsoft Office and Timekeeping Payroll systems.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Food Managers Certification and TABC Permit Required.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand; use hands, stoop, kneel, or crouch. The employee must regularly lift, push, pull and/or move up to 50 pounds and be able to walk long distances. This position requires work in multiple climates including indoor and outdoor

**NOTE:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**TO APPLY:**

This position offers a competitive salary and benefit package.

*Recruiter: Martha Perales  
SMG Managed American Bank Center  
1901 N Shoreline Blvd  
Corpus Christi, TX 78401*

*Applicants that need reasonable accommodations to complete the application process may contact (361)826-4717.*

*SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor*