



Position Announcement/Description

**Midland Center for the Arts
Midland, MI**

Position Title: Executive Chef & Kitchen Manager

Supervisor: Director of Visitor Services

Classification: Full Time, Exempt or Part Time Non Exempt

Last Updated: November 30, 2021

About Midland Center for the Arts

The Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 265,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class entertainment and programming begin with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

POSITION CONCEPT:

Under the supervision of the Director of Visitor Services, and working in conjunction with the Food & Beverage Manager, the Executive Chef is primarily responsible for the planning, organizing, controlling, directing and completing the work of food preparation of all banquet and catering events with an emphasis on quality and excellence while also maintaining financial profitability.

DUTIES AND RESPONSIBILITIES:

The duties of this position include, but are not limited to:

- Develop interesting and exciting new banquet/catering menus including the preparation, testing, taste and control of new menu items.
- Works closely with the food and beverage manager and events department in planning menus for special events.
- Supervise and coordinates all activities of cooks and kitchen staff who are engaged in food preparations.
- Actively participate in all cooking and food preparation activities
- Maintain a safe and sanitary kitchen as determined by ServSafe, MIDHHS & FDA

- Maintain inventory control procedures and ensure that the banquet kitchen is prepared for the upcoming day's work.
- Assists with training of newly hired kitchen staff & retraining of any current team members dealing with food preparation, storage and disposal.
- Monitors the quality of the banquet meal during the event.
- Possesses the ability to handle any menu ranging from breakfast buffets to corporate lunch meetings from basic sandwiches to formal dinners with multi-course meals that are individually plated.
- Ensure that all staff prepares menu items following recipes in accordance with set operating standards.
- Sets and enforces use of recipes for menu items to ensure that consistent quality and portion control is maintained.
- Review sales and food cost to ensure that the banquet kitchen is meeting budgeted costs.
- Monitor the performance of kitchen staff and ensure all procedures are completed to the set standards.
- Able to continually enhance the culinary experience of banquet or event guests.
- Completes all required reports and administrative processes
- Ensures that all standards of safety are strictly observed including proper dating, labeling, storing and rotation of products.
- Responsible for following recipes and following the proper inventory protocol.
- Responsible for all food inventory and reporting inventory counts monthly
- Responsible for working with purveyors to order the necessary food items to prepare menus at the best possible price.
- Perform other duties as assigned by management.

PREFERRED KNOWLEDGE AND EXPERIENCE:

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position:

- Must have the ability to multi-task while remaining focused on the goal.
- Must have excellent verbal communication and leadership skills.
- Be able to express creativity through food selections, preparation and presentation.
- Must be detail oriented.
- Must have the ability to remain calm in high stress situations.
- Be able to solve problems quickly under pressure.
- High school diploma or equivalent.
- Five plus years' experience in the food industry, food production and supervision of kitchen staff.
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference

SPECIAL CONDITIONS OF EMPLOYMENT

- This position requires the ability to work a variable schedule, evenings, weekends, and holidays to meet operational needs.
- Must be able to lift and carry 30 lbs.
- Must be able to stand for extended periods of time.
- Must be able to move easily up and down stairs.

APPLICATION INFORMATION

Email cover letter and resume to: HR@[midlandcenter.org](mailto:HR@midlandcenter.org)