



## Executive Chef, Hank's Oyster Bar

Jamie Leeds Restaurant Group, home to award winning Hank's Oyster Bar, has an exciting opportunity for an experienced Executive Chef at the new location of our popular Old Town Alexandria, VA outpost. Our new space features 200+ seats, an expanded private dining space, and the only rooftop bar in North Old Town Alexandria. This position will report to the Director of Culinary / Corporate Chef.

Hank's Oyster Bar offers competitive salary and benefits, including paid time off, company paid medical insurance, generous 401K plan with employer match, annual education stipend, flexible work schedule, and more.

### Executive Chef Duties and Responsibilities

Create, lead, and manage all culinary operations in cooperation with senior leadership team to ensure concept vision and standards are executed consistently.

- Culinary Operations
  - Meet and execute all culinary standards set by Corporate Chef and JLRG. Lead by example!
  - Write and cost out recipes to ensure food cost budget is maintained.
  - Ensure consistent menu execution by using tools such as line checks and recipes.
  - Collaborate with the Corporate Chef on seasonal menus, specials and holiday menus.
  - Runs the line during peak times, events, parties and for special guests.
  - Understand department budgets related to the culinary operations and consistently explore ways to meet the numbers without sacrificing quality or service.
  - Ensure proper ordering to minimize waste and maintain consistent food cost as budgeted.
  - Complete monthly physical inventories to monitor food costs, identify any issues and provide solutions.
  - Maintain a safe and sanitary workspace by enforcing ServSafe standards.
  - Maintain regular maintenance and cleaning schedules for all kitchen equipment, supplies and surroundings.
- Be an effective team player with culinary and management team.
  - Communicate daily and thoroughly using daily logs.

- Participate in community projects and events.
- Supervise Back of House team
  - Demonstrate and coach thorough knowledge of operations, menu, and products to both kitchen and service teams.
  - Create weekly schedules.
  - Create schedules based on projected sales and events.
  - Understand, practice, teach and enforce JLRG Handbook policies and procedures.
  - Clearly define expectations and continuously evaluate the performance of the team.
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**The ideal candidate should possess, at a minimum, the following:**

- strong culinary skills with experience in a high volume environment
- ability to manage a team of 25-30 back of the house employees
- excellent financial knowledge, including budgets and inventory management
- strong administrative and organizational skills
- strong leadership skills with a focus on team development
- 3-4 years as an Executive Sous Chef or similar position

**Preferred Qualifications:\***

- private dining and banquet experience a plus
- bi-lingual (English/Spanish) a plus
- basic computer skills (Microsoft Office)

**This position requires one Covid vaccination prior to the first day of work, and full vaccination within 6 weeks of hire.**

*Disclaimer: The above is intended to describe the general qualities of a candidate for this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements*

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.