

February, 2010

**Company:** Adair Country Inn & Restaurant

**Company description:** See separate document.

**Job Description:** Head Chef

**Start Date:** April 2010

**Salary:** Negotiable

**Scope and General Purpose:** To provide excellent food in an efficient and cost effective manner and assume full responsibility for the running of the kitchen.

**Position Description:**

The Head Chef will be responsible for menu planning, provisioning, inventory, food preparation and kitchen cleanliness. The position requires creativity on a daily basis, excellent communication skills and the ability to achieve and maintain high culinary standards.

Applicant must work well under pressure, be very organized, flexible, self motivated, willing to work long hours and have a sense of humor. Other requirements include a positive mental attitude, being well groomed, being a team player and having an outgoing personality. Applicant must have a portfolio of current and past menus and achievements.

**Reports to:** Innkeepers

**Responsible for:** all kitchen staff

**Liaises With:**

Restaurant Representative

**Responsibilities include but are not limited to:**

1. Menu planning, costing and future development at the Inn.
2. Adhere to NH health and safety guidelines and rules.
3. Train and schedule the restaurant team.
4. Create and/or continue relationships with vendors/purveyors.
5. Utilize culinary talent to run an efficient kitchen.
6. Inventory, pricing, cost controls and purchasing.
7. Consulting with Innkeepers and restaurant representative regarding special events, weddings, social and corporate events.
8. Manage back of house maintenance.

**Required experience:**

1. Four years experience working in a lead/supervisory/management position at an upscale casual dining restaurant.
2. Strength in menu development and cost control.
3. Knowledge of nutrition, wine and food paring, latest trends, organic foods and networking
4. Experience on the line, including mise en place and general food preparation
5. Computer skills

**Preferred experience:**

1. Serve safe certification.
2. Two years as Sous Chef at an upscale casual dining restaurant.

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**Education requirements:**

**Basic:**

Technical, Trade, or Vocational school degree

**Preferred:**

Culinary Arts degree

Knowledge of Excel, Word and any cost control software

Send Resume by March 01, 2010 to [innkeeper@adairinn.com](mailto:innkeeper@adairinn.com)