## POSITION DESCRIPTION

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| **Position Title:** | Culinary Director | **Agreed by employee:** |  |
| **Business Unit:** |  | **Approved by immediate manager:** |  |
| **Strategic Business Unit:** | Twin Countries STREAM Academy | **Approved by MHR:** |  |
| **Location:** |  | **Position Band:** |  |
| **Reports to:**  | Director  | **Date Prepared:** |  |
| **Direct Reports:** | CEO | **Evaluation Date:** |  |

## JOB PURPOSE

As the Culinary Director at Twin Counties STREAM Academy, you will play a pivotal role in shaping and executing our culinary vision. This leadership position combines creative culinary expertise with effective management skills to oversee the culinary operations of our institution. The Culinary Director will be responsible for developing innovative menus, ensuring high-quality food preparation, managing kitchen staff, and maintaining a safe and efficient culinary environment.

## KEY FUNCTIONS AND RESPONSIBILITIES

**General Responsibilities**

1. **Menu Development:**
	* Create and continually refine a diverse and innovative menu that meets the dietary needs and preferences of students, staff, and guests.
	* Incorporate nutritional guidelines, dietary restrictions, and sustainability principles into menu planning.
2. **Culinary Operations Management:**
	* Oversee day-to-day culinary operations, including food preparation, cooking, and presentation.
	* Monitor kitchen performance to ensure quality, efficiency, and adherence to health and safety standards.
3. **Staff Leadership:**
	* Recruit, train, and supervise kitchen staff, including chefs, cooks, and support personnel.
	* Foster a positive and collaborative work environment, encouraging creativity and professional development among the culinary team.
4. **Budgeting and Cost Control:**
	* Develop and manage the culinary department budget, ensuring cost-effective practices without compromising quality.
	* Monitor inventory, control food costs, and implement strategies to maximize efficiency.
5. **Quality Assurance:**
	* Maintain high standards of food quality, taste, and presentation.
	* Conduct regular inspections and assessments to ensure compliance with food safety regulations and sanitation standards.
6. **Collaboration:**
	* Work collaboratively with other departments to align culinary offerings with the overall goals and themes of Twin Counties STREAM Academy.
7. **Vendor Management:**
	* Build and maintain relationships with food vendors and suppliers.
8. **Events and Catering:**
	* Coordinate and execute culinary aspects of special events, functions, and catering services.
	* Ensure seamless execution and high-quality food service during events.

**Knowledge and Skills Required**

* Proven experience as a Culinary Director, Executive Chef, or similar leadership role.
* Culinary degree or relevant certification.
* Strong culinary creativity and a passion for innovation in food.
* Leadership and team management skills, with the ability to motivate and mentor staff.
* In-depth knowledge of culinary trends, nutrition, and food safety regulations.
* Excellent organizational and multitasking abilities.
* Strong communication and interpersonal skills.
* Financial acumen for budgeting and cost control.

**Qualifications**

* Culinary degree or relevant certification.