

# Catering Chef Job Description

**JOB TITLE:** Catering Chef

**EMPLOYER:** Moving Mountains, Inc.

**EFFECTIVE DATE:** 5/21/2021

**COMPANY SUMMARY:** Moving Mountains is a well-established locally owned and operated company that has carved out a niche for high-touch memorable vacation experiences in exceptional mountain homes since 1997. Our brand is built around pillars of trust and integrity and exceptional guest experiences. The company is a market leader in luxury vacation rental management managing over 120 properties in the Colorado mountain destinations of Steamboat Springs, Beaver Creek and Vail.

In 2019 Moving Mountains received an honorable mention in the top 50 - 100 places to work in the USA as determined by the Outside Magazine Best Places to Work Employees Survey.

**JOB SUMMARY:** Responsible for food production in our prep kitchen and at catering events including the Hayden and Steamboat Farmer's Market and private dinners. The Catering Management team will coordinate a menu with the guest.

A Personal Chef and Server will be scheduled based on availability and fit for the group type. The Personal Chef will work with the Executive Chef to pull appropriate quantity of food for events. Preparation will happen in the Commercial Kitchen and then the Chef will package and deliver food to the meal location this involves carrying heavy boxes. Upon returning to the Commercial Kitchen, returning preparation items to proper storage location and cleanup of Commercial Kitchen. Chalet Chefs may be scheduled for Personal Chef meals, as needed.

## **DUTIES AND RESPONSIBILITIES:**

- Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times.
- Safeguards all food preparation employees by implementing in-house training to increase their knowledge about safety, sanitation and accident prevention principles.
- Supports safe work habits and a safe working environment at all times.
- A strong ability to prepare a 4-course, diverse menu – including vegetarian, pescatarian, Gluten Free, Kosher, etc. Breakfast, lunch, buffet and sit-down meals are prepared by Chalet Chef. A strong ability to listen and communicate
- Inspects food preparation and serving areas to ensure observance of safe, sanitary food-handling practices.
- Evaluates food products to assure that quality standards are consistently attained.
- Establishes controls to minimize food and supply waste.
- Estimates expected food consumption; then requisition or purchase supplies, or procure food from storage.
- Develops standard recipes and techniques for food preparation and presentation which help to assure consistently high quality and to minimize food costs; exercises portion control for all items served.
- Consults with the Commercial Kitchen Manager about food production aspects of special events being planned.
- Consults with supervisory staff to plan menus, takes into consideration factors such as costs and special event needs.
- Interacts with food and beverage management to assure that food production consistently exceeds the expectations of members and guests.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Substitutes for or assist other cooks during emergencies or rush periods.
- Ensures proper staffing for maximum productivity and high standards of quality.
- In conjunction with the chalet team, assist in maintaining a high level of service principles in accordance with established standards.

- Seasons and cooks food according to recipes or personal judgment and experience.
- Observes and tests foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with temperature utensils.
- Weighs, measures, and mixes ingredients according to recipes or personal judgment, uses various kitchen utensils and equipment.
- Portions, arranges, and garnishes food, and serve food to waiters or patrons.
- Carves and trim meats such as beef, veal, ham, pork, and lamb for hot or cold service, or for sandwiches.
- Butchers and dresses animals, fowl, or shellfish, or cut and bone meat prior to cooking.
- Bakes breads, rolls, cakes, and pastries.
- Washes, peels, cuts, and seeds fruits and vegetables to prepare them for consumption.
- Prepares relishes and hors d'oeuvres.
- Performs other related duties as assigned by management.

**SERVICE: GENERAL**

- Creates a warm, friendly and welcoming atmosphere for all guests
- Is available to answer questions or resolve any problems that the guests may have, always aiming to do whatever can reasonably be done to ensure that guests have the best possible holiday
- Knowledgeable about the chalet, resort, and surrounding area
- Ensures an effective handover to the relief team (who provide cover on your day off) so that the standard of service is maintained
- Leads in the coordination and resolution of all matters relating to the day to day running of the chalet, the assignment of work within the chalet team and the well-being of the guests

**SERVICE: MEALS/DRINKS/OTHER**

- The preparation of breakfast and dinner as required. Also serves, clears and washes up
- Lays out and clears away afternoon tea
- The preparation of menus, packed lunches, any children's requirements and dinner as required
- Sets table, serves and clears

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS:**

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- Certificates, licenses and registrations required:  
Must have a valid driver's license or CDL with a clean driving record and must maintain a clean driving record
- Skills required:
  - Experience in hospitality, food service, customer service
  - Ability to interact positively with supervisor, management, coworkers, members, and the public to promote a team effort and maintain a positive and professional approach.
  - Ability to come to work regularly and on time, to follow directions, to take criticism, to get along with co-workers and supervisors, to treat co-workers, supervisors and members/guests with respect and courtesy, and to refrain from abusive, insubordinate and/or violent behavior.
  - Able to learn all aspects of housekeeping in a resort environment.
  - Ability to use the following communication tools:
    - Telephone, Text Messaging, Email

**ABILITY TO:**

- Build and maintain relationships with guests
- Organize and prioritize tasks and deadlines
- Work in team environment
- Drive in hazardous winter conditions on mountainous roads
- Present ideas in a clear, concise, understandable, and organized manner

- Strong customer service skills, strong verbal and written communication skills
- Extremely detail orientated
- Personable and able to deal with variety of personality types
- Flexible working hours and ability to work on weekends
- Able to work autonomously but also as a team player
- Positive attitude to solving problems
- Ability to multi-task, work under pressure and a dedication meet deadlines required
- Willing to go above and beyond and do more

**COMPETENCIES:**

- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand and walk, talk and hear; climb, balance, bend, stoop, kneel or crawl; Continually required to utilize hand and finger dexterity
- Continual exposure to wet and/or humid conditions, extreme heat or cold (non-weather); Continual exposure to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually moderate to loud
- The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
- Additional remarks regarding work environment: Able to get in and out of a vehicle, Must be able to walk on icy & slippery surfaces, May be required to drive
- Specialized equipment, machines, or vehicles used: Shuttles, Suburbans, Mini's and trailers.

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*