

Center for Ageless Living  
Senior Living Systems, Inc., Spa N Cuisine, Inc., Personal Living Systems, LLC  
P.O. Box 7207, Albuquerque NM 87194  
505-865-8813



## **Position: Culinary Director**

We're looking for a creative and passionate individual who embraces the challenge to create menus and design new dishes and willing to manage the culinary and administrative tasks of the kitchen while communicating with the General Manager. We're seeking an innovative and enthusiastic professional who is dedicated to food quality and adheres to high performance and execution standards. Candidate must have knowledge of the utilization of garden fresh ingredients in menu items and the ability to create dishes for those on a special diet; excellent communication skills and leadership ability a plus; monitor daily activities, inventory control and ensure quality food and cleanliness EID standards. Minimum four years' experience cooking and managing a team or educational equivalent.

As a representative for our company you will be responsible for overseeing the operations, and running the shift of assigned work group within the kitchen. The workgroup typically consists of Prep Cooks, Line Cooks, Bakers, Food Receivers, Dishwashers, and Front of House.

## **Essential Functions**

- Responsible for production according to recipes/directions
- Manages assigned staff, including scheduling, performance feedback, discipline, investigations, and terminations.
- Responsible for ongoing training and professional development of staff members
- Effectively communicates to management to ensure effective and efficient operations without issue.
- Effectively builds trust with staff members and fellow management by providing clear and honest communication and feedback.
- Evaluates the quality, care and morale of the staff and strives to improve these areas through solid communication, care with schedule-writing, workgroup leadership, etc.
- Sets operational goals and follow-up plans for the work unit. Directs and holds all work unit staff accountable for those goals.
- Maintains food quality standards for the Bistro. Oversees all phases of food procurement, production, and service, including, inventory and ordering, storage and rotation, food preparation, recipe adherence, plate presentation, and service and production time standards.
- Conducts daily line checks, food reviews, and recipes of the day. Ensures that clear feedback is provided to the entire kitchen team, including staff and management.
- Conducts monthly housekeeping, food safety and sanitation and facility reviews personally to improve Bistro standards of the kitchen team and to correct deficiencies on a timely basis.
- Ensures the cleanliness of the kitchen by maintaining to specified standards, passing Health Department audits with a 90% or better, and training staff on proper sanitation guidelines



### **Staff Management:**

- Evaluate performance reviews, 30, 60 & 90 Days
- Ensure development of employees when needed/partner with HR as needed
- Identify top performing employees for succession planning.
- Ongoing training, development and mentoring of employees. Teaching them new skills, techniques, new cuisine and possible training on new equipment.
- Participate in recruitment, selection, and hiring regarding kitchen staff.
- Progressive Discipline: Monitor and hold employees accountable for infractions of policy, behavior or performance.
- Be thorough in the incident regarding documentation of all subordinates for HR purposes.
- Partner with other line cooks for strategic planning initiative in the Kitchen
- Participate in Annual Reviews for subordinates.
- Create weekly/monthly meetings for your employees regarding training, collaboration, issues that arise in the Kitchen Department

### **Training and Development**

1. Ensure you know how to use appropriate equipment
2. Complete mandatory induction and training courses, as and when required
3. Maintain professional knowledge and competence

### **Health & Safety**

1. To be responsible for your own Health and Safety and that of anybody else who may be affected by your acts or omissions
2. To complete risk assessments on activities, outings and events as necessary
3. Promote safe working practice in the Center for Ageless Living's Campus

### **General Duties**

In addition to the above, there are some general requirements that apply to all jobs in the Center for Ageless Living Homes:

1. Take responsibility for the safeguarding of adults, and follow the Center for Ageless Living's and Green House Bistro & Bakery policy as required
2. Participation in team meetings
3. Participation in training activities
  - Participation in team supervision and personal development review Participation in quality assurance systems, ensures compliance with inventory procedures.
4. Take responsibility for personal development by keeping abreast of developments in the field of restaurant hospitality and caring for older people

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**All Duties Must Be Carried Out To Comply With:**

1. Notification of accidents and other health and safety requirements
2. Statutory legislation in particular the health and hygiene regulations
3. Nationally and locally agreed codes of good practice
4. Fire precautions
5. Equal opportunity and the Center for Ageless Living anti-discriminatory policy

**Compensation:** Based on experience, employment type: full-time

**Check us out online at:** [greenhousebistro.com](http://greenhousebistro.com) or [facebook.com/GreenHouseBistro](https://facebook.com/GreenHouseBistro) or call 866-1936 and stop by to submit resume Tues - Sat Green House Bistro and Bakery, 5 Thomas Road, Los Lunas, NM