

Executive Chef

Description

Is responsible for the process of planning, organising, and staffing (together with the management). Executing, controlling and innovation of back of the house. Is also responsible for the preparation of food, directing and training of staff in accordance with the established international standard of presentation and quality, resulting in a profitable operation and cost margin and acceptable by the management, resulting in customer's satisfaction.

Responsibilities

- Supervises the staff, scheduling of their working hours, public holidays, and annual vacations.
- Submits sickness, leave of absence forms, and follows up within the department and Human Resources Manager.
- Supervises and coordinates with all chefs, cooks and other kitchen employees ensuring that the food preparation and presentation is according to MP standards.
- Inspects all incoming food products for quality, quantity and cost effectiveness.
- Requests on a daily basis using the proper forms, all food supplies and maintain an acceptable turnover, and plan production according to business forecast.
- Plans and implements all menus in cooperation with the F&B Manager.
- Oversees the controlling and analyse the ongoing of the following:
 - The quality level of production and presentation
 - Guest satisfaction
 - Merchandising and marketing
 - Operation / Payroll / Food cost
 - Cleanliness / Sanitation and Hygiene
- Ensures optimum performance in all of the above areas as assigned.
- Sets up and implements a training program for all kitchen staff in order that vacancies and absences can easily be filled by the In-house personnel.
- Keeps log books, attendance sheets and the use of all other form according to MP standards.
- Oversees the preparation of menus and participates in pricing policy in consultation with the Sous Chefs, F&B Manager, Restaurant and Banquet Manager and taking the following into consideration:
 - Local requirements
 - Market needs
 - Competition
 - Trends
 - Recipes
 - Potential costs
 - Availability of F&B products
 - Merchandising and promotion
- Selects, disciplines, recommends and terminates employees in coordination with the HR Manager and in line with all HR procedures and maintains an effective employee relation.

Hiring organization

The Zen Wellness Resort

Job Location

Aswan Western Agricultural Road,
1252031, New Aswan City, Egypt

Date posted

November 4, 2025

- Ensures a clean and hygienic kitchen inclusive the heavy equipment and utensils, coordinating his/her efforts with the Chief Steward.
- Inspects on a regular basis all kitchen and storage refrigerators, storage procedures to avoid spoilage and ensure the targeted turnover of food products.
- Is aware of the local labour laws, security and fire precautions.
- Is responsible for accurate inter-kitchen transfer.
- Prepares all standard recipes and use meat charts.
- Is responsible for all items leaving the kitchen, and receives adequate credit for the issued goods.
- Interacts with persons outside the hotel such as suppliers, government officials, competitor and other members of the community.
- Oversees the completion of market lists, according to MP quality standards.
- Complies with health and safety standards to prevent accidents.
- Performs other duties assigned by his/her supervisor.
- Attends daily chefs briefing.
- Prepares executive meetings.
- Prepares food cost reports.
- Prepares staff performance reports.
- Prepares payroll reports.
- Prepares stock control.
- Attends weekly banquets meeting with banquet manager.
- Prepares reports as requested by the GM and F&B Manager.

Security, Safety & Health

- Maintains high confidentiality in regards to guest privacy.
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.
- Notifies housekeeper regarding lost and found objects.
- Ensures that all potential and real hazards are reported appropriately immediately.
- Fully understands the hotel's fire, emergency, and bomb procedures.
- Follows emergency procedures to provide for the security and safety of guests and employees.
- Works in a safe manner that does not harm or injure self or others.
- Anticipates possible and probable hazards and conditions and notifies the Manager.
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.

Competencies

- Good command of English and one other language used by majority of staff.
- Five years experience in 5 Star Hotels.
- Good knowledge in Microsoft Excel, Word, Outlook.

Interrelations

Liaises with all departments to ensure smooth operation and develops effective relationships with guests, business partners.