



THE JAMES DICK FOUNDATION *for the* PERFORMING ARTS

ROUND TOP FESTIVAL INSTITUTE

PO Box 89, Round Top, TX 78954 • (979) 249-3129 • festivalhill.org

Executive Chef Job Description

Round Top Festival Institute is the sole endeavor of The James Dick Foundation for the Performing Arts. This exceptional center for performance and learning is a Texas treasure with international impact. Our students, faculty and conductors come to Round Top from locations around the globe to work together during a six-week music festival in June and July of each year. During the Festival Institute, 100 students and 40 faculty members are in residence. From August to May monthly concerts and forums as well as business and civic conferences and retreats utilize the facilities.

Conveniently located between Austin, College Station and Houston, Festival Hill draws its audience from metropolitan areas across the state and beyond, as well as from the rural area surrounding Round Top.

Job brief

We are looking for a creative and proficient Executive Chef in all aspects of food preparation. You will be “the chief” and maintain complete control of the kitchen.

Benefits

Paid Time Off (PTO), Paid Holidays, Health Insurance

Responsibilities

- Plan and direct food preparation and culinary activities
- Modify menus or create new ones that meet quality standards
- Estimate food requirements and food/labor costs
- Supervise kitchen staff's activities
- Arrange for equipment purchases and repairs
- Recruit and manage staff
- Perform administrative duties, including ordering of food and supplies
- Comply with nutrition and sanitation regulations and safety standards
- Keep time and payroll records
- Maintain a positive and professional approach with coworkers and guests

Requirements and Skills

- Proven working experience as a Head Chef
- Excellent record of kitchen management
- Ability to spot and resolve problems efficiently
- Capable of delegating multiple tasks
- Communication and leadership skills
- Keep up with cooking trends and best practices
- Working knowledge of various computer software programs (MS Office, restaurant management software)