

Executive Chef Job Description Template

Job Title: Executive Chef

Location: _____

Company Name: _____

Reports To: _____

Employment Type: Full-time / Part-time

Job Summary:

Responsible for overseeing all kitchen operations, menu planning, staff management, and ensuring high-quality food production.

Key Responsibilities:

- Manage kitchen staff and operations
- Plan menus and ensure food quality
- Control costs and inventory
- Maintain hygiene and safety standards
- Train and develop kitchen team

Required Skills:

- Leadership and team management
- Culinary expertise
- Cost control and budgeting
- Communication skills

Qualifications:

- Degree/Diploma in Hotel Management (preferred)
- 8+ years of experience in hospitality

Salary Range: _____

Additional Benefits: _____