HEALTHTRUST
Workforce Solutions

DIVISION SCOPE OF SERVICE

Division: CONTINENTAL
Classification: EXECUTIVE CHEF
Applicant Name:

Executive Chef:
The Executive Chef must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.

Definition of Care or Service:
The Executive Chef leads a team of culinary professionals that deliver high-quality, healthy food while maintaining proper food safety and sanitation procedures.
Scope of service may include:

- Serves as a working lead supervisor coordinating activities of staff.
- Assists in ensuring a safe working environment throughout the facility for all employees.
- Assists in monitoring employee productivity and provides suggestions for increased service or productivity.
- Assists in the supervision of day-to-day activities of subordinates and assigns responsibility for specific work or functional activities.
- Orients and trains employees
- Performs day-to-day assignments in addition to supervisor duties.
- Works with customers to ensure satisfaction in such areas as quality, service, and problem resolution.
- Plans menus including methods, timetables and costs to support the department strategic plan.
- Accountable for the execution of service quality by maintaining the highest level of delivery.
- Directs daily operations of food production, including menu planning, purchasing, ordering, inventor/ and food preparation to ensure employees have appropriate equipment, inventory and resources to perform their jobs and meet goals and deadlines.
- Directs kitchen personnel engaged in preparing, cooking and serving food.
- Oversees the preparation, portioning, garnishing, presentation and safe storage of food and solves menu problems (e.g. recipe substitutions)
- Ensures that kitchen, equipment, storage facilities and dining room are sanitary, neat and organized.
- Probes potential problems and apprises Food Service Director of status on resolution of problems or issues.
- Leads day-to-day work activities by delegating authority, assigning and prioritizing activities and monitoring operating standards.
- Leads and provides positive and constructive feedback to employees in order to reward coach, correct and motivate.
- Ensures compliance with all federal, state, and local regulations and well as hospital policies and procedures (e.g. HACCP, quality assurance, safety, operations, and personnel).
- Establishes operating standards, implements quality improvements and communicates them to employees.
- Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.

Setting(s):

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DIVISION SCOPE OF SERVICE

- Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, imaging centers, and physician practices

Supervision: Department Director

Evaluator: Department Director

Tier Level: 2

eSAF Access Required: Yes

Qualifications:

- Associate's degree or higher in Culinary, Hotel/Restaurant or Food Service related area

Preferred Qualifications:

- ServSafe Certification

NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.

State Requirements:

- N/A

Experience:

- 2 or more years of related work experience.

Competencies:

The Executive Chef will demonstrate:

- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE) when required
  - Required immunizations per Division requirements
  - Complies with Isolation precautions
  - Maintains sterile field

References:

N/A

Document Control:

- Cosmetic updates 10/14/2019

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____