

New Orleans City Park

Full-time Job Vacancy Notice:

Head Catering Chef



New Orleans City Park is seeking a full-time Head Catering Chef to ensure quality food and preparation and presentation of all menu items produced from the catering kitchen along with maintaining the work areas in a clean and orderly manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Catering Director with menu development.
- Assists the Catering Director with the weekly ordering and proper storage of kitchen food items.
- Conducts a weekly inventory of hors d'oeuvres and fillings.
- Prepares all production items according to standardized recipes and procedures.
- Oversees all kitchen activities ensuring that all food items are being prepared according to standardized recipes and procedures and conducts training as needed.
- Ensures that all safety procedures are being followed and health and sanitation measures are being taken.
- Ensures that all kitchen equipment is maintained in good working order; reports all discrepancies to the Catering Manager.

EDUCATION and/or EXPERIENCE:

- Cooking and menu planning experience is required.
- Must have the ability to effectively and respectfully present information in one-on-one and small group situations to guests, clients, and fellow employees as well as with simple correspondence.
- Must be able to demonstrate basic knowledge of Excel and Word.
- Must possess a current driver's license.
- Ability to work nights, holidays, and weekends as business dictates.
- Must be able to work outdoors.

*You may apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or you can email your cover letter and resume to hr@nocp.org.