

JOB DESCRIPTION

WINES & SPIRITS

Job Title : EXECUTIVE CHEF

Company : Maison Moët & Chandon

Location / Market : Epernay /France

Grade :

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Date: January 2016

MISSION STATEMENT

Within the Hospitality Department, reporting to the Hospitality Manager, the Moët executive chef is responsible for the kitchens, its teams, the culinary creativity and managing budgets.

MAIN RESPONSABILITIES

MANAGEMENT

- Oversee an established team of one head chef and 3 sous chefs.
- Interview and select two or three temporary commis chefs each year for the high season
- Supervise, train, counsel and discipline all employees in the department ensuring a professional work force.
- Ensure a safe working environment and respecting regulations (HACCP in particular)
- Establish the work schedules for the culinary team between the different venues ensuring proper staffing for maximum productivity and high standards of quality.

CREATIVITY

- Create menus taking into account the champagnes, the seasons, the guests' origin and the budgets, assuring a high quality presentation.
- Invent recipes to match and glorify our champagnes, which also represent a luxury image, innovation, originality and creativity in collaboration with winemakers and the marketing team.
- Be creative in a traditional French context or in that of the local cuisine of the country visited or targeted, taking into account different local styles to produce superb champagne receptions.

COMMUNICATION

- Wine communication skills which involve travelling and cooking away from Epernay at least 30 days of the year.
- Able to communicate on our Brands at public events, taking into account local cultural differences.
- Establish constructive working relationships with internal contacts (winemakers, marketing team, CEO, reservation & planning team...)

OTHER RESPONSABILITIES

- Establish a list of preferred suppliers for food purchases, allowing better cost control, whilst maintaining a high quality of service.
- Prepare and update necessary data for maintaining food costs as per budget.
- Is in charge of establishing the annual budget for the kitchen
- Project and monitor annual menu costs, taking corrective action as necessary.

ORGANIZATION CHART (job titles)

JOB DIMENSION

Economical data (volume, Revenue, OP,..) :
Evolution data/ development opportunities :

WORKING RELATIONSHIPS

INTERNAL

- Hospitality and Visitors' Centres teams
- Marketing and communication teams
- Oenology
- Markets / International Sales Department
- President & MH executives

EXTERNAL

- Suppliers
- International gourmet Chefs
- Journalists
- Trade customers and VIP clients

QUALIFICATION, EXPERIENCE & SKILLS REQUIRED :

Education:

Certification of completion from trade school, 3 to 4 years training in catering and hotel industry

Languages:

Fluent French and English, knowledge of another language useful (Italian, Spanish, etc)

Professional experience & know how :

10 years' experience in a gastronomic restaurant (Michelin star), with at least 3 years as head chef, and preferably with experience abroad.

Technical & management skills :

Team management

Leadership skills

Able to work efficiently under pressure

Working knowledge of various computer software programs (Word, Excel, Powerpoint, etc)

Mathematical skills (calculate discount, menu costs, etc)

Connoisseur of Champagne and wines from France and around the world

Personal & interpersonal skills :

Leadership and charisma

Communication and conviction skills

Concern for customer satisfaction

