

# Puff 'n Stuff

EVENTS | CATERING

*Passionately Perfecting Life's Celebrations*



**Job Description:** Corporate Executive Chef

**Reports to:** Owner/President

**Manages:** Market Executive Chefs (Central Florida & Tampa)

## About Puff 'n Stuff Catering

Puff 'n Stuff Catering has been Central Florida's premier full-service catering and events company since 1971, and is now one of the largest of its kind in Florida. Now actively serving Central Florida and Florida's West Coast, we're proudly recognized as a national leader in the catering industry.

Puff 'n Stuff Catering achieved its status largely in part to one word: innovation. It's what drives our business and our team members—evidenced by everything from our Special Event Planners and expert Chefs to our state-of-the-art 30,000 square foot headquarters facility.

The award-winning Puff 'n Stuff Catering team has provided gracious service to a breadth of clientele, including: 2012 Republican National Convention, The Special Event 2012, The Container Store, The Waldorf Astoria, FIFA World Cup, and Martha Stewart, just to name a few!

We're energized by what we do and because of our continued expansion, we seek qualified candidates who share our vision, values and commitment to Passionately Perfecting Life's Celebrations.

**[www.puffnstuff.com](http://www.puffnstuff.com)**

*Serving Orlando & Tampa, Florida*

Puff 'n Stuff Catering seeks a Corporate Executive Chef to focus on current and expanding markets, and the position is based in our Orlando headquarters. In this role, the Corporate Executive Chef will develop, maintain and implement culinary standards in multiple markets to achieve the highest level of client satisfaction while maintaining profitability. As a working manager, the CEC will ensure perfection from inception through execution while exhibiting exemplary leadership, creativity and passion.

## *Key Responsibilities*

### **Leadership**

- Foster an integrated culinary team within each market and between markets to inspire high morale and motivation
- Communicate with culinary teams on a regular, structured basis to ensure that both internal and road teams understand business direction, their role and contribution, and feel a valued part of the organization
- Train Culinary teams through documented recipes, clearly defined expectations of each menu item (photography and written description), and clearly defined roles for prep to finish responsibilities within Caterease
- Manage labor costs to defined budgets and to each job (prep to finish shift, on-site and road teams)
- Implement training procedures to enhance performance of team, and prepare for future promotion opportunities
- Participate in pre/post-event analysis to gather info and refine initiatives
- Provide timely feedback and coaching with team and peers when necessary
- Conduct and document performance reviews annually (or more if necessary)
- Blend market teams to allow for cross-over implementation when needed
- Ensure compliance with all local, state and federal laws, regulations and guidelines



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## Culinary Operations

- Ensure the production of high quality foods on a consistent basis
- Responsible for financial results of culinary operations
- Document and ensure consistency of all culinary products in Caterease (menu description/pricing, recipe, photo, cost and labor requirements)
- Create, implement and oversee culinary operation core standards to ensure that recipes, and production procedures are being followed consistently both in-house and on-site and from market to market (preparation, transit, finish, and presentation)
- Responsible for inventory management and procurement (culinary, equipment, and service ware)
- Consolidate menu production between markets when appropriate
- Monitor all food preparation areas for waste, over production, and portion control of food to institute cost-savings and quality improvement initiatives
- Ensure the culinary team keeps the kitchen and themselves clean and organized at all times as we have a come visit us anytime policy
- Supervise monthly "deep cleaning" and maintenance of equipment and arrange for repairs and other services
- Maintain and inspect food receiving, preparation, production and storage areas to ensure that health and safety regulations are adhered to all times
- Ensure all food safety standards are followed from in-house production to on-site production
- Use sales forecast to schedule labor and manage desired productivity

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## Culinary Innovation

- Keep current with culinary and seasonal trends, service and presentation styles
- Work with Sales Team to identify new menu development opportunities, create pricing models, document recipes, photograph final product, and define client facing and internal menu description for Caterease
- Communicate new menu items and cost analysis to Sales & Marketing teams to ensure profitable sales and production



## Brand Ambassador

- Proactively establish and maintain effective referral relationships with industry partners and vendors
- Partner with major events and fundraisers to enhance Company exposure and image
- Represent the company at various tradeshow, events and seminars
- Work with Marketing on photo and video shoots (pre-pro, styling, execution)
- Define unique opportunities to enhance our brand and promote our products
- Exhibit a neat and clean appearance consistent with a professional image at all times



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## *Required Qualifications*

- Bachelor's degree in Culinary Arts or a related certification
- Minimum 7-10 years of culinary management experience, preferably in high volume, multi-location resort, restaurant or food service facility
- Proven experience leading a team within HACCP requirements
- Proven budget and labor management skills
- Proven excellent written, verbal, organizational and interpersonal communication skills
- Enthusiasm about hospitality industry and culinary innovation
- Proficiency working within Window or Mac Operating System
- Ability and willingness to travel within the state and work nights and weekends – we average 20+ Orlando events and 10+ Tampa events per day, peak season 40+ Orlando events and 20+ Tampa events per day

## *Preferred Qualifications*

- Strong public speaking skills and comfort level
- Knowledge of wedding, catering, special events, and hospitality industries
- Caterease software experience



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## Compensation & Benefits

- Competitive compensation available, commensurate with experience and leadership abilities, in addition to a quarterly profit-sharing program
- Robust benefits available including health and dental coverage, 401(k), flexible spending account, and paid vacation

## Contact

To express interest in this exciting role,  
please email your CV and credentials to:

**Olivia Townsend (Olivia@puffnstuff.com)**



## Learn More:

To experience Puff 'n Stuff Catering, please view the videos below:



<http://www.viddler.com/v/96aa2768>



<http://www.viddler.com/v/3e06d158>



<http://www.viddler.com/v/1384e9b3>

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