



An ASM Global Managed Facility

DIRECTOR OF CULINARY SERVICES / EXECUTIVE CHEF

POSITION: DIRECTOR OF CULINARY SERVICES / EXECUTIVE CHEF

DEPARTMENT: FOOD & BEVERAGE

REPORTS TO: DIRECTOR OF FOOD & BEVERAGE / SVP F&B ASM GLOBAL

FLSA STATUS: EXEMPT

Summary

ASM Global, the world's leading venue management and services company, has an excellent and immediate opening for the position of **Director of Culinary Services / Executive Chef - ASM Global/ Capital One Hall**. This individual will serve as the Director of Culinary Services and Executive Chef for a premier food & beverage operation as well as menu design and meal preparation of the facility including: fine dining, private catering & events, concerts concessions and the Biergarten/ Skypark food experience. Additionally, work with the Director of Food & Beverage to execute purchasing, receiving and producing. This position will oversee the stewarding department, and maintain all culinary equipment including china, glass and smallware.

Project Description

Capital One Hall (Tysons, VA) , is a multi-venue theater complex presently under construction at Capital One Center, located on the campus of Capital One headquarters in Fairfax County in the Commonwealth of Virginia. Capital One Hall features a 1600 seat performance hall, a 250 seat black box, a rooftop park encompassing a 150 seat amphitheater and an authentic Biergarten. The venue encompasses a spectacular Grand Lobby and Terrace, both spaces perfect for unique performances, pre-show activities, smaller musical acts, corporate gatherings and social events. This extraordinary, state of the art facility is located directly off the silver Metro line making it easily accessible locally and out of Washington D.C. proper. The anticipated performance season will run 12 months a year and will host a diverse, eclectic mix of entertainment including live music concerts, comedic acts, festivals and will proudly host many Fairfax County theatrical and symphonic groups including but not limited to organizations such as the Fairfax Symphony Orchestra, Washington West Film Festival and Ravel Dance.

Capital One Hall is owned by Capital One and will open in the Fall of 2021 and will be managed by ASM Global, a Los Angeles based company and a world leader in facility management who will operate this extraordinary complex in the best interest of its client, Capital One.

Essential Duties and Responsibilities

Director of Culinary Services

- Research and development of menu items to keep pace with industry trends, local and seasonal ingredients to support restaurant and concession business; works with sales staff on concepts and themes
- Establishes food presentation technique and quality standards.
- Oversees menus and standards of food production and preparation, for concessions, retail operations and all special events.
- Works with sales staff and Director of Food & Beverage to assign prices to menu items in accordance with budgetary goals.
- Ensures accurate recipe development and testing.
- Oversees all food production, preparation, for retail operations and all special events.
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- Estimates food consumption and purchases kitchen supplies including food product.
- Double checks food and equipment purchases for all aspects of the business to ensure consistency with standard operating procedures.
- Enforces all sanitation and maintenance procedures.
- Schedules and supervises employees, checking weekly schedules.
- Coordinates and directs training of chefs, cooks, and other kitchen workers engaged in the preparing and cooking foods to ensure high quality, efficient and profitable food service.
- Work with Director of Food & Beverage to maintain cost of goods, labor, and any other P&L responsibilities at or below budget.
- Reviews menus and analyzes recipes to ensure superior standards for retail and special events.
- Responsible for inventory control and the proper rotation of all items.
- Communicates with operations department to ensure standards are maintained.
- Coordinate with Director of Food & Beverage to verify and reconcile production and sellable items
- Work with Food & Beverage Director to create concession items that support concert event experiences and maximize sales
- Hire and train culinary staff to include unit required Food Safety and local Health Dept. requirements
- Observes methods of food preparation and cooking, sizes of portions, and garnishing of foods to ensure food is prepared in prescribed manner.
- Maintain health department score of 90 or above and ASM Global's 3rd party audit score of 95 or above.
- Establishes and enforces nutrition, sanitation and high quality standards for food and beverage in kitchen, retail stations and portable retail operations.
- May be requested to manage offsite culinary operations.
- ServSafe Certified
- Must have the ability to work a varied and flexible shift.

- Must have the ability to comply and implement all Standard Operating Procedures
- Other duties may be assigned.

Supervisory Responsibilities

Directly supervises all kitchen personnel and stewarding department. Carries out supervisory responsibilities in accordance with ASM Global's policies and applicable laws. Responsibilities include interviewing, hiring and training employees as well as planning, assigning and directing work, appraising performance, rewarding, disciplining employees in conjunction with Human Resources.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Certificate from accredited culinary school, college, or technical school
- 10 or more years of hands on experience
- 4 or more years of kitchen/culinary management experience at an executive level
- ServSafe Certified
- Must maintain local Health Codes and sanitation HACCP
- At least eight (8) years of culinary experience in high volume facility producing complex meals for large, high profile events of 150 guests or more.
- Advanced oral and written communication skills
- Results oriented individual with the ability to meet required budgetary goals
- Excellent organizational, planning, communication and inter-personal skills
- Ability to undertake and complete multiple tasks
- Ability to be creative with food presentations and maintain a quality product
- Competent computer skills required to operate Excel, ReServe, and EATEC. Micros Back Office and related unit programs

Skills and Abilities

- Ability to use and maintain basic food service and kitchen equipment
- Ability to train others in the use of basic food service and kitchen equipment
- Strong analytical and mathematic skills in relation to the culinary profession and Food and Beverage industry
- Strong communication skills and the ability to read, write, and understand English
- Ability to interact with all levels of staff Ability to quickly identify problems and resolve them
- Excellent organizational and planning skills
- Strong customer service orientation
- Excellent communication and interpersonal skills
- Ability to work with limited supervision

- Ability to interact with all levels of staff including management
- Ability to work irregular hours as dictated by the event schedule, including nights, weekends and holidays
- Creative and ability to create unique dining experiences
- Ability to travel as needed
- Ability to be creative with food presentations and maintain a quality product.
- Must maintain local Health Codes and sanitation HACCP

Computer Skills

Proficient in Microsoft Office platforms, as well as Adobe Creative Suite, and knowledge of Banquet Event Order (BEO) or other event management programs.

Other Qualifications:

Serve-safe certified

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 25 pounds.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Attach Cover letter, resume and any supporting materials or past event photos to:

[Current ASM Global Employees](#)

[New Applicants](#)

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

