



Rep Express Catering & 400 Saint Andrews

Whether in our kitchens, event venues or offices, our singular purpose is to captivate guests with our unparalleled quality, service, and food. We achieve this only through the excellence, innovation, and passion of our team members. If you are seeking a rewarding career that involves first-rate training and education, mentoring and development, attractive compensation, and inspiring rewards and recognition, consider joining Rep Express Catering.

Job Description

The Rep Express Catering team provides full-service catering and event management services for corporate entertaining, galas and fundraisers, social events, weddings, receptions, and business breakfast/luncheons. The Catering Chef is accountable for leading the preparation and execution of high-quality menus for all catering events.

PRIMARY DUTIES & RESPONSIBILITIES

- Work closely with various clients to prepare a variety of balanced, attractive and cost-effective menu options
- Prepare appropriate recipes & ensure that all required supplies, resources, and materials are purchased, ordered and available when needed
- Execute client menu tastings and lead the execution for all catering events, ensuring that all required preparation, delivery, set-up, service, and takedown responsibilities are properly and efficiently executed
- In conjunction with the Events Team, develop customized seasonal menus inclusive of menu specifications and tasting notes
- Perform all types of high volume food production and preparation duties
- Write production sheets and production lists, perform various inventory, receiving and quality control tasks, consistently monitoring kitchen operations and cleanliness
- Build and maintain relationships with team members and front of house management alike, reinforcing all Rep Express Catering Core Values daily
- Ensure fiscal responsibility for food and labor costs for each event
- As a leader, build a culture that revolves around the experience and enjoyment of food and cooking
- Conduct recruitment and selection, training and development initiatives as well as scheduling, performance management, and employee coaching; assist in bi-annual reviews
- Maintain excellent client and employee communications and relations to continuously improve the quality of provided services, resolve problems, and facilitate the acceptance and implementation of new services.
- Lead staff huddles and meetings
- Demonstrates high personal integrity, business ethics and takes every opportunity to promote Rep Express Catering services

- Represent Rep Express Catering at special demonstrations, special events, or theme activities to promote the company
- Other duties as assigned or required

Qualifications

- Minimum of three (3) years progressive experience as a Catering Chef or Sous Chef with extensive culinary training and proven depth and breadth of food knowledge and trends
- Proven effective supervisory skills, knowledge of food preparation, food costing and quality control procedures
- Prior work experience in a high volume production setting with experience in catering, and kitchen management
- Excellent interpersonal and communication skills required to effectively motivate, direct, and lead assigned employees, and work closely with clients.
- Proficient in performing many tasks simultaneously while at the same time making sure all details are properly addressed in those tasks
- A dedication to understanding & exceeding customer expectations. A high energy level or sense of urgency in carrying out assigned tasks.
- Strong business acumen; organized and methodical team-oriented worker
- Self-starter, flexible, and able to work independently; ability to multi-task and prioritize multiple projects
- A valid Driver's Licence
- Knowledge of Microsoft Office Word and Excel