



CAREER OPPORTUNITY

OUR MISSION... *To provide a clean, comfortable, and safe environment on Capitol Hill.*

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Georgia Building Authority

Hiring Salary: Salary commensurate with experience.

Location: Atlanta, GA

Opens: September 11, 2023

Closes: November 11, 2023

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact:
404-463-5664 or e-mail

hr-email@spo.ga.gov

TO APPLY:

Email **resume** in Microsoft Word or PDF format to: hr-email@spo.ga.gov with the following in the subject line of your email:
Executive Chef



Our goal is to be a diverse workforce that is representative of the citizens we serve. GBA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GBA is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

Executive Chef (Executive Offices)

Position Overview

GBA Overview: In addition to a competitive salary and career growth opportunities, the Georgia Building Authority (GBA) offers a generous benefits package, which includes employee retirement plan (including a 401(k) plan with up to 5% employer matching); paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment insurance, healthcare, and childcare flexible spending accounts.

Job Summary: The Chef/Executive Chef performs and/or directs the preparation, cooking, serving and distribution of food for the Executive Offices. Makes food supply requisitions, conducts facility and equipment sanitation and maintenance inspections. Assists with and/or coordinates any special event needs and/or requests from the executives, as directed. Supervises and plans the work of assigned staff. Must maintain 24-hour on-call availability. The Chef/Executive Chef also performs other job-related duties as assigned.

Minimum Qualifications: Bachelor's degree from an accredited college or university in a related field **AND** five (5) years of experience managing professional level staff; **OR** Nine (9) years of experience **AND** five (5) years of management experience at the level equivalent to area of assignment; **OR** An equivalent combination of education and job specific experience that provides the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted.

Preferred Qualifications: In addition to meeting the minimum qualifications listed above, applicants possessing one (1) or more of the following will be given preference:

- Safe Serv Certified
- Two (2) year degree/certification from a culinary arts school or institute with specialization in culinary management.

Essential Functions:

- Manages and oversees the day-to-day operations of the food service section regarding personnel, product, equipment, time and space.
- Oversees all operations of the kitchens including menu development, inventory, ingredient sourcing, procurement, supply purchases, service delivery, sanitation, and permitting.
- Ensures that high standards of sanitation, cleanliness and safety are always maintained throughout all kitchen areas.
- Develops standard recipes and techniques for food preparation and presentation which help to assure consistent high quality.
- Communicates with senior leadership for developing weekly schedule.
- Coordinates with GBA departments for all repairs and/or replacements for cooking materials, utensils, tableware, silverware, glassware, and kitchen equipment
- Estimates and orders food needs for the assigned area.
- Maintains inventory for all food items in cooler, freezer and pantry.

Job Competencies: Expert level knowledge of safe food handling processes. Considerable knowledge of practices and procedures in a food service operation. Considerable ability in managing several workers engaged in diversified tasks related to a food service section. Experience with dealing with the public and following oral/written instructions. Ability to organize workload efficiently to accommodate last minute schedule changes. Experience performing all major functions in a food service operation.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected for the interview.

Please visit our website at www.gba.ga.gov for additional GBA career opportunities.