



Moody Gardens, Inc.  
Galveston, Texas  
**EXECUTIVE CHEF**

**JOB SUMMARY:**

The Executive Chef is responsible for all food preparation, production, and control for all food outlets and banquet facilities to meet Moody Gardens’ high standards of quality.



**About Moody Gardens, Inc.** Opened in 1986

Moody Gardens, Inc. is a public, non-profit, 242-acre educational destination located on Galveston Island. We utilize nature in the advancement of rehabilitation, conservation, recreation and research. This position will be located in our 437 room Hotel which has 4 kitchens, including 2 Professional state of the art full service kitchens, and one full service Bakery. An Experienced well talented culinary staff including 2 Sous Chefs, a Garde Manger, a Baker, and a talented culinary staff of 30.

Moody Gardens offers an excellent benefits compensation package including Paid Medical and Basic Life premiums for our employees.

Voluntary enrollments for Dental Vision, Supplemental life and Short-Term disability. A generous 401K Plan with 100% match up to 3% (fully vested after 1 yr.)



**Reports To:** Food & Beverage Director  
**Classification:** Full Time

**Department:** Kitchen  
**Division:** Hotel Food & Beverage

**JOB SUMMARY:**

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**POSITION AUTHORITY:**

The incumbent is authorized to take reasonable action necessary to carry out assigned duties and responsibilities, provided such action is consistent with position guidelines as outlined below.

**POSITION GUIDELINES:**

Position guidelines include, but are not limited to, established company and department policies and procedures and all supervisory directives. The incumbent is expected to exercise sound,



reasonable judgment and initiative, and give high priority to accuracy and details in the performance of job responsibilities.

### **ESSENTIAL FUNCTIONS:**

- Hire, train, supervise, schedule, and participate in activities of chefs, cooks, and other personnel involved in preparing, cooking, and presenting food in accordance with productivity standards, cost control, and forecast needs
- Listen actively and communicate clearly while interacting with customers to promote food products and directing staff activities
- Analyze feedback from clients and employees, make judgments, and take action to implement suggestions for improvement
- Monitor staff performance, product quality and production flow, fostering improvements where necessary
- Create and implement new menus and individual menu items for all outlets based on current food trends and regional states
- Develop innovative menu selections for special banquet themes and parties in accordance with client dietary considerations and expectations
- Audit food storeroom items and storage to maintain consistent quality products to ensure adherence to all health code requirements
- Assist Food & Beverage Director in estimating annual food budget
- Dine at local restaurant to observe the latest trends in food presentation and pricing
- Monitor outlets during peak periods to oversee production flow and presentation
- Maintain schedules for proper staffing
- Report any equipment in need of repair to Maintenance for service
- Any and all other duties as assigned; duties are subject to change as management deems necessary to best serve the needs of Moody Gardens

### **EDUCATION/ EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree in related field or equivalent experience
- Must have prior experience as an Executive Chef, with knowledge of most international and domestic dishes
- Ability to obtain any government required license or certificates
- CPR certification or First Aid training preferred
- Ability to obtain TABC & Food Handlers Certification

### **REQUIRED SKILLS:**

- Knowledge of mathematics extensive enough to put together and interpret reports and budgets
- Extensive knowledge of menu development, insight to marketing, cost and wage control
- Thorough knowledge of food products, standard recipes and proper preparation
- Ability to analyze, forecast data, and make judgments to ensure proper payroll and production control
- Ability to supervise a large staff and accomplish goals in a timely manner



- Ability to conduct meetings, menu briefings, and maintain communication lines between line staff and the Food & beverage Director
- Ability to effectively deal with internal and external customer some of whom will require high levels of patience, tact, and diplomacy, and collect accurate information to resolve conflicts
- Artistic ability to create theme menus, ideas for ice carvings, and any other decorations
- Ability to speak Spanish preferred

#### **PHYSICAL REQUIREMENTS:**

- Finger/hand dexterity in order to operate food machinery
- Ability to grasp, lift, carry, or otherwise move goods weighing a maximum of 200 pounds on a continuous schedule
- Ability to work in confined spaces
- Ability to perform duties within extreme temperature range
- Ability to stand, walk, or sit continuously in order to perform essential functions for an extended period of time
- Hearing and visual ability to observe and detect signs of emergency situations, distinguish products, taste, texture, and presentation, and observe preparation

#### **Instructions to apply:**

If you are highly qualified and ready to join us please submit resume and cover letter along with salary requirement via email: [kdurham@moodygardens.org](mailto:kdurham@moodygardens.org)

We also invite you to check out our property and apply digitally-  
[Employment \(moodygardens.com\)](http://moodygardens.com)

*Kathleen Durham*

Human Resources Manager

Moody Gardens, Inc.

One Hope Blvd, Galveston, Texas 77554

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