



QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.

P.O. Box 67, La Push, WA 98350

(360) 640-5613

Position: River's Edge Executive Chef

Supervisor: Enterprise Director

Salary: \$54,080k - \$58,240

Housing: Provided if available

Location: River's Edge Restaurant La Push, WA

Closes: Until Filled

Position Summary

The Executive Chef / Restaurant Operations Manager is responsible for the overall success of River's Edge Restaurant by providing leadership in culinary operations, staff management, financial performance, and guest satisfaction. This position oversees all kitchen functions, including food quality, menu development, inventory control, employee training, scheduling, and regulatory compliance.

The Executive Chef serves as the culinary leader of the organization, fostering a professional, team-oriented work environment while maintaining high standards of quality, consistency, accountability, and service. This position assumes full operational management responsibilities in the absence of senior leadership.

Essential Duties and Responsibilities

Culinary and Operational Leadership

- Hire, train, supervise, coach, and evaluate culinary staff- perform and oversee all kitchen functions
- Oversee all kitchen operations to ensure exceptional food quality, consistency, presentation, and guest satisfaction
- Develop menus, recipes, monitor food production, inventory levels, purchasing, and waste reduction
- Maintain proper food handling, storage, labeling, and inventory practices
- Ensure efficient kitchen operations by monitoring staffing levels, workflow, and service times. Address employee performance issues and provide ongoing coaching and development.

Financial and Administrative Management

- Manage food and labor costs to meet cost/ budget goals.
- Order food, supplies, and equipment while maintaining appropriate inventory levels.
- Conduct inventories, maintain operational records, and complete required reports.
- Utilize POS systems and related technology to support restaurant operations.

Food Safety and Compliance

- Ensure compliance with all Tribal, State, and Federal health, sanitation, and workplace safety regulations.
- Maintain a clean, safe, and organized work environment.
- Conduct regular inspections to ensure adherence to food safety and sanitation standards.
- Ensure equipment is properly maintained and safely operated.

Acting Management Responsibilities

- Serve as Manager on Duty as assigned, assume full operational oversight during the absence of senior management.
- Make decisions regarding staffing, guest concerns, scheduling, and daily operations to ensure uninterrupted service.
- Develop and maintain employee training programs, standard operating procedures, and performance expectations.
- Foster a positive, respectful, and professional workplace culture built on teamwork and accountability.

Required Qualifications

- Minimum five (5) years of progressive restaurant experience, including leadership responsibilities.
- Minimum three (3) years of management, executive chef, sous chef, or kitchen leadership experience.
- High School Diploma or GED.
- Current Washington State Food Worker Card.
- Valid Washington State Driver's License or ability to obtain within one year of hire.
- Demonstrated experience in menu development, food costing, inventory control, and staff supervision.
- Strong leadership, communication, organizational, and problem-solving skills.
- Proficiency with Microsoft Office applications, email, and POS systems.
- Ability to work evenings, weekends, holidays, and flexible schedules.

Preferred Qualifications

- Associate's degree, certificate, or formal training in Culinary Arts preferred. Full-service restaurant management experience.
- ServSafe Manager Certification.
- Experience with budgeting, forecasting, and vendor management.

Physical Requirements

- Ability to stand and walk for extended periods.
- Ability to lift and carry up to 50 pounds regularly.
- Ability to work in a fast-paced kitchen environment and perform repetitive motions, including lifting, bending, reaching, and carrying.
- Ability to work extended hours as operational needs require.

Leadership Expectations

The Executive Chef is expected to lead with professionalism, integrity, and confidence while promoting teamwork, accountability, operational excellence, and exceptional guest service. You will support special events, catering functions, and promotional activities. You must maintain professional relationships with guests, staff, vendors, and management and perform other duties as assigned by the Restaurant

Manager/Enterprise Director/Operations Director

SUPERVISORY RESPONSIBILITY:

- This position provides direct supervision of cooking staff and oversees daily kitchen operations.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY: Send the Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: cynthia.barajas@quileutetribe.com

-OR-

**The Quileute Tribal Enterprise
Human Resources Department
P.O. Box 67
La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application **(REQUIRED)**
2. Cover Letter **(REQUIRED)**
3. Resume **(REQUIRED)**
4. Tribal Enrollment Verification **(REQUIRED, if applicable)**
5. Driver's License **(REQUIRED)**
6. Diploma/Transcripts(s) High School/GED, College **(REQUIRED)**
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.