

Executive Chef Mentoring and Implementation Proposal

A 3 Day Kitchen Audit precedes the Mentoring Program to reveal the complete state of the operation.

As per the recommendations of the kitchen audit I propose on site visits to implement changes and mentor the Executive Chef with the kitchen leadership team, this is to enable duplicatable and enforceable improvements.

These are coupled with monthly Zoom meetings to monitor leadership progress and set new goals.


Through working with, not against staff, I am able to create a positive change and a new excitement in your operation using my extensive experience and personality.

Items to review:

- Specific issues raised at the 3-day audit
- Cost control on menu items
- Food Safety Plan effectiveness
- Executive Chef and Senior Chefs mentoring to ensure consistent leadership
- Ordering and Stock control management systems
- Service Flow modifications and fine tuning
- Production variations and cookery method changes to match market expectations
- Purchased and finished product quality review to ensure best practice and quality
- Food wastage review and controls put in place
- Labour and Rostering review efficiencies

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Consulting - Mentoring - Kitchen Analysis

It is anticipated that with your cooperation I will be able to make significant changes to current procedures and processes. I request that it is made clear to all staff that I am there to make positive change which will greatly enhance their place of employment and customer experience.

Executive Chef Mentoring goals one on one over a 12-month period

- Develop leadership skills to ensure followership
- Create a focus on trust and delegation with the senior chef team
- Put in place workable systems to remove the Head Chef from the coal face
- Ensure the Head Chef's role develops into one of verification of completed tasks
- Demonstrate to the Head Chef how to step back and what the growth expectations are from this for the business
- Achieve the above with monthly goals and set tasks to complete and master
- Incrementally have the Head Chef accept setbacks and explain how to regroup and move forward

2 Days on site every 3 months

My experience is that 2 days is the most effective way to build trust and ensure outcomes are solid. The 2 days gives time to be fully involved in all aspects of the kitchen operation and breaks down any barriers that can occur from a quick visit where kitchen situations are fluid. Mid-weekdays are recommended.


Monthly 1 hour Zoom meetings for all other months, 8 meetings

To monitor set goals and reset or adjust as required. Develop a win win relationship through trust and the knowledge that I have done all this myself in my Executive Chef life.

Set new targets to work towards and provide the tools to achieve these outcomes.

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