

**WALK- IN – INTERVIEW**  
**Executive Chef**  
**(On contract Basis through**  
**A-1 Facility and Property Managers Pvt Ltd.)**

**An outsourced Contractor for Manpower Services, looking for Executive Chef to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :**

**JOB SUMMARY:** Lead the culinary team, overseeing kitchen operations, menu development and food quality. Ensure exceptional dining experiences, maintain high standards, and drive kitchen efficiency.

**ESSENTIAL QUALIFICATION:** Degree in Culinary Arts, or B.Sc in Hotel Management, or equivalent certificate from recognized institution.

**EXPERIENCE:** Candidate should have minimum one year of work experience as a Executive Chef or Sous Chef in an equivalent role. Proficiency in leadership, communication and organizational skills. Ability to work under pressure, think critically, and solve problems. Familiarity with kitchen management software.

**JOB RESPONSIBILITIES:**

**A) Culinary Leadership:**

1. Develop and implement menus, recipes, and cooking techniques.
2. Lead kitchen staff, providing guidance, training, and mentorship.
3. Foster a positive, Productive kitchen cultute.
4. Collaborate with other departments (e.g, cafeteria Service, Housekeeping and Other service related department).

**B) Kitchen Operations:**

1. Oversee daily kitchen activities, ensuring efficiency and quality.
2. Manage inventory, ordering supplies, and controlling waste.
3. Maintain cleanliness, organization, and safety standards.
4. Ensure compliance with health and safety regulations.

**C) Menu planning and development:**

1. Create innovate, seasonal menus.
2. Conduct menu engineering and pricing strategies.
3. Develop and maintain relationship with suppliers.
4. Stay up-to-date with culinary trends and techniques.

**D) Financial Management:**

1. Manage Kitchen budget, labour costs, and inventory.
2. Implement cost-savings initiatives.
3. Monitor and Control Expenses.
4. Analyze sales data and adjust menus accordingly.

**E) Quality control and Hygiene:**

1. Enforce food safety and sanitation protocols.

2. conduct regular kitchen inspections.
3. Ensure Compliance with health and safety regulations.
4. Maintain HACCP (Hazard Analysis and Critical Control Points) Standards.

**F) Staff Management:**

1. Train, and evaluate kitchen staff.
2. Conduct performance reviews and provide constructive feedback.
3. Foster Employee development and growth.
4. Manage conflicts and resolve issues.

**G) Desirable Skills:**

1. Experience with menu planning and cost control.
2. Knowledge of food trends, nutrition, and dietary requirements.
3. Certification in food safety and sanitation.
4. Proficiency in a second language.

**H) Work Environment:**

1. Fast-paced kitchen environment.
2. Frequent standing, walking and lifting (up-to 50 lbs).
3. Exposure to heat, noise, and kitchen hazards.

**AGE :** Upto 30 years (may be relaxed on experience basis)

**CONSOLIDATED SALARY:** ₹ 75,000/- p.m.

**DURATION:** 6 months (Extendable as per requirement)

**Candidates are requested to submit their resume and other documents on [outsource@actrec.gov.in](mailto:outsource@actrec.gov.in) by 5.30 p.m on or before Monday, 16<sup>th</sup> February 2026.**

1. No hard copy of the application will be accepted. Applications received after due date will not be considered.
2. Candidates will be screened based on the information provided by them in their Application form.
3. The applicant must possess a valid email ID. All correspondence with the applicant will be done through email only. Information regarding the date of interview will be provided through email to the eligible candidates only
4. Candidates who would be called for Interview and Trade Test are required to carry their updated Resume, original documents along with one set of copy in support of the details regarding Date of Birth, Educational Qualifications, Experience, Aadhaar card, PAN card, etc., failing which such applicants will not be allowed to appear for the interview.
5. All outstation candidates are required to make a note that accommodation will not be provided.

Sd/-  
Supervisor