



## IVGID JOB ANNOUNCEMENT

IVGID is currently accepting applications for a **Banquet Chef**. This is a full-time, year-round, salaried (exempt) position with the Food & Beverage team.

**Compensation:** \$2,373 - \$3,321/bi-weekly salary, DOE/DOQ (\$61,693 - \$86,341 annual salary)  
*(listed min. – max. of range)*

**Benefits:** Medical, Dental, Vision, Prescription insurance  
Short-Term/Long-Term Disability insurance  
Deferred Comp (457b) and Pension (401a) Retirement Plans  
Section 125 Flexible Spending Plans  
Vacation & Sick Leave  
Twelve paid holidays  
Recreation & Food Discount privileges

**How to Apply:** Create a profile and submit an online application at [www.yourtahoeplace.com/jobs](http://www.yourtahoeplace.com/jobs)  
In person drop off to Human Resources at 893 Southwood Blvd, Incline Village, NV 89451.  
Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).  
Contact [jobs@ivgid.org](mailto:jobs@ivgid.org) or 775-832-1100

**Internal Deadline** OPEN UNTIL FILLED  
**To Apply:** *We are an Equal Opportunity Employer*

**Date Posted:** 03/18/2026

### SUMMARY

Leads all culinary operations related to catered events, banquets and large-scale food service functions across District venues. Oversees food production, menu execution, kitchen operations, and culinary staff assigned to banquet and catering services. Responsible for maintaining high culinary standards, ensuring food safety compliance, managing labor and food costs, and leading a professional culinary team that delivers exceptional guest experiences.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent service to internal and external customers and guests.
2. Leads culinary production for banquet and catering events across District venues.
3. Collaborates closely with the Executive Chef, Banquet/Event Managers, and Food & Beverage leadership to ensure the successful planning and execution of weddings, corporate functions, community events, and private catering programs.
4. Reviews and executes Banquet Event Orders (BEOs) to ensure accurate preparation and timely delivery of all menu items.
5. Develops production plans for large-scale events including weddings, conferences, tournaments, and community gatherings.
6. Oversees preparation, cooking, plating, and presentation of banquet food items.
7. Coordinates with front-of-house banquet staff to ensure smooth service execution.

8. Recruits, trains, schedules, and supervises seasonal and on-call banquet kitchen staff and provides coaching and performance management for culinary staff.
9. Works with the Executive Chef to develop banquet menus and seasonal offerings.
10. Maintains standardized recipes and portion controls.
11. Monitors and manages banquet food and labor costs according to budget targets.
12. Participates in inventory control, purchase planning, and recipe costing.
13. Ensures compliance with Northern Nevada Public Health food safety regulations.
14. Conducts routine inspections of kitchen and storage areas, and maintains clean, organized kitchen workspaces and equipment. Promptly communicates equipment repair needs.
15. Assists with staff scheduling and timekeeping oversight.

### **SUPERVISORY RESPONSIBILITIES**

Supervises banquet back-of-house (BOH) staff and seasonal culinary employees within the Food & Beverage division. Responsibilities include hiring, training, scheduling; performance management, and ensuring staff adhere to District policies and operational standards.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Graduation from an accredited culinary program or equivalent training and a minimum of 4-6 years of experience in banquet, catering, or high-volume culinary operations. Leadership experience in event driven culinary environments preferred. Experience in multi-venue hospitality environments is highly valued.

### **COMPREHENSION/COMMUNICATION SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, prep lists and correspondence. Ability to communicate effectively with customers and employees of organization. Ability to understand, interpret, explain, and apply applicable department and District policies and procedures.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License. Valid Washoe County Sheriff's Work Permit for Food & Beverage operations. Washoe County Food Safety Manager Certification or obtain within three months from date of employment. Obtain Alcohol Awareness card within thirty days of employment. Successful completion of State of Nevada/Federal background check. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

**OTHER SKILLS OR ABILITIES**

Strong culinary leadership and event production skills. Ability to manage multiple large-scale events simultaneously. Knowledge of food cost control, kitchen operations, and labor management. Strong organizational and communication skills. Ability to work effectively in fast-paced environments.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodation with the employer.

While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee is frequently required to stand and walk for extended periods of time. Use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. Regularly lift and/or move up to 50 pounds and occasional assistance with heavier equipment or supplies. Specific vision abilities required by job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. Commercial kitchen and banquet environments include exposure to heat, steam, and loud service periods. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment ranges from moderate to loud. Employee should be able to handle a high volume, guest facing restaurant setting. Position may require evenings, weekends, holidays, and extended hours during large events or peak seasons.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_