



Executive Chef Job Description

The NuWray Hotel/Carriage House Sundries

The Executive Chef is responsible for the overall food program at the NuWray, including the NuWray Hotel restaurant, Carriage House Sundries, catering menu, and side menus for auxiliary bars. This position leads all kitchen operations and collaborates closely with ownership and the management team to create the best guest experience across the hotel and restaurant/bar concepts. They also play a key role in business development and strategy, and overall restaurant performance. The position allows for numerous creative control opportunities between both restaurants, as well as banquet/catering operations and specialty dinners (e.g., wine dinners, community fundraisers, etc.). Final decisions and direction will be a collaborative effort between the chef and ownership, with management input.

Responsibilities include (but are not limited to):

- Recruit, hire, train, schedule, manage, and evaluate back of house staff
- Oversee shift schedules, staffing levels, labor costs, and payroll
- Manage business aspects of BOH:
 - Take & maintain BOH supply inventory
 - Manage vendor relationships
 - Select and purchase BOH supplies
 - Ensure orders are received and stocked accordingly
 - Meet cost/revenue goals
 - Track sales data
- Develop unique and cuisine-appropriate menus for both restaurant concepts and special events
- Collaborate with ownership, culinary teams, and Front of House Manager to update menus and create pricing strategies
- Work the line or expo as the leadership role in one of the restaurants
- Maintain the kitchen, equipment, and surrounding areas in conditions that meet company standards and health code regulations
- Assist and direct kitchen staff in meal preparation, creation, plating, and delivery
- Ensure customer service standards are being met, addressing customer feedback & reviews, and resolve issues promptly and professionally in tandem with FOH Manager
- Make an effort to be present for table touching and customer interactions. Recognizing that this is a small community, and their connection with the chef directly relates to the program's success.

- Establish good communication and working relationships between FOH and BOH
- Set and enforce policies as well as quality, cleaning, and safety standards

Requirements and Qualifications:

- Proven experience as an Executive Chef, Head Chef, CDC, or in a similar BOH leadership role within the restaurant industry
- Strong leadership and team management skills
- Excellent communication and interpersonal abilities. This is absolutely essential.
- Demonstrated proficiency in: restaurant management software and point-of-sale systems; effective menu pricing; conducting inventories; establishing profit margins for food/bev; and staff training
- Financial and budget management experience
- Knowledge of food safety regulations and health codes, including ServSafe certification
- Strong problem-solving and decision-making skills, self-sufficiency
- Team-oriented mindset and commitment to excellent quality, service, and consistency
- Adaptability and flexibility to work in a fast-paced environment
- Ability to work evenings, weekends, and holidays as needed
- Awareness of the region — the history and the people who make up this corner of the world; ability to compassionately understand and attract the local community is essential to the success of the job and the company.
- Willingness to engage with community organizations with training opportunities and internships

Compensation:

Competitive salary commensurate with experience, potential for benefits as the company grows

To Apply:

Please send a cover letter and resume (including references) to jobs@nuwray.com. Qualified candidates will be contacted for an interview, and the position will remain open until filled.

About the NuWray:

The NuWray Hotel is North Carolina's oldest continuously operating hotel and restaurant, and its unique version of southern hospitality has earned it a long-standing national reputation. The hotel has undergone a full-scale restoration over the past four years, and reopened in 2024 with 27 rooms and a full-service restaurant, including indoor and outdoor seating, multiple bars, and a secondary restaurant & retail shop in the Carriage House building just behind the main hotel. With its grand reopening, the NuWray can take its place once again as the Grande Dame of Burnsville, nestled in the heart of the WNC mountains.