



American Culinary Federation
The Standard of Excellence for Chefs

CCA Narrative Sample: The narrative below is a mock sample to give you an idea of what we are asking you to provide. Please use this as a guide as you are writing your narrative, but adapt it to the current responsibilities you hold at your current position.

Administrative Responsibilities

By: **John Doe, CCC**

Country Club A is a 300-acre club property with an accompanying golf course. Our chefs cover several different outlets, including two snack centers, a casual dining area, a fine dining area, and a catering service. My position supervises the casual dining and fine dining facilities, including menu planning, staffing, inventory, and costing.

Personnel Management, Leadership, and Human Resources

One of the biggest responsibilities is supervising the staff of my two outlets. I report to the Culinary Director who supervises the management of all culinary outlets at Country Club A. On a daily basis, I conduct meetings with staff, resolve behavioral issues, and motivate employees. On a more weekly and monthly basis, I manage training for new employees, communicate, hire, terminate, promote, and reward staff, manage daily scheduling, and familiarize myself and my staff with new federal laws that will affect our jobs, relaying necessary details to the staff.

Between the two venues, I manage a staff of ten back of the house and eight front of the house staff. I manage all staff culinary training, including sanitation certification and manager training.

Menu Planning, Cost Control and Inventory

Aside from personnel management, I am constantly monitoring the menu and inventory to stay within the monthly budgeting figures. For all venues, our club runs a 33% food cost and does about \$1.25 million in annual food-and-beverage revenue. The two dining services account for the majority of the food cost as our catering and snack centers count for less than 20% of the budget. The casual dining menu is seasonal, but static, whereas the fine dining offers updated menus monthly and daily specials. The fine dining restaurant opens only at night, but the casual dining is open all day with breakfast, lunch, and dinner menus.

Standard Operating Procedures (SOP) and Cost Accounting

I assist in implementation of Standard Operating Procedures for the culinary retail team. I use Prep and Production sheets, waste logs and inventory catalogs tracking systems via Microsoft Excel, which helps prevention of excess waste, reduction of food costs, increases production volumes, and controls labor budget. Weekly, I present P&L statement and financial forecasting to the Culinary Director.

Experience in the categories listed above helps me develop a more thorough understanding of the necessary requirements of the administrator position in a foodservice operation.