

TERMS OF REFERENCE (TOR)
for Head Chef and Head Mixologist & Barista

1. Head Chef (Kitchen Operations & Menu Innovation)

The Head Chef is a creative and skilled culinary professional responsible for designing, implementing, and managing all aspects of The Garuda Bar & Cafe's food program. This role is pivotal in establishing the cafe's reputation through the development and execution of iconic, high-quality dishes that blend traditional Bhutanese flavors with modern culinary techniques. The Chef will also be a mentor to the other staffs.

Salary: Nu. 60,000 per month.

Key Responsibilities

Area	Responsibility
Menu Development & Innovation	Design a concise, high-quality food menu, focusing on the development of Garuda Signature Main dishes, bakery & pastries and complementary menu of light finger foods /snacks.
	Develop and implement a rotating Seasonal Specials menu utilizing fresh, local Bhutanese produce to maintain customer interest and support local sourcing.
	Create a simple, appealing late-night Menu focused on quick execution and comfort food.
	Ensure all dishes reflect the goal of combining traditional Bhutanese flavors with modern, elevated presentation and cooking techniques.
Kitchen Management	Oversee all kitchen operations, including food preparation, cooking, cleaning, inventory, and equipment maintenance.
	Establish and enforce strict food safety, hygiene, and quality control standards (HACCP principles or equivalent) in line with international best practices.
	Manage food and labor costs efficiently to meet budget targets, including minimizing waste and optimizing staff scheduling.
Staff Training & Mentorship	Train, supervise, and mentor kitchen staff and DSP trainees in all areas of food preparation, cooking techniques, and kitchen organization.

	Conduct regular training sessions to maintain consistency and high-quality execution of all menu items.
Sourcing & Supplier Management	Work with local farmers and suppliers to source high-quality, seasonal, and authentic Bhutanese ingredients.

Qualifications & Experience

1. Minimum of 5 years of professional cooking experience.
2. Proven expertise in combining traditional Asian or local cuisines with modern, international culinary trends.
3. Strong knowledge of Bhutanese culinary traditions and ingredients is highly desirable.
4. Excellent financial acumen for food costing, inventory management, and budgeting.
5. Demonstrated ability to train and mentor junior staff and culinary trainees.

2. Head Mixologist & Barista (Beverage Program & Bar Management)

The Head Mixologist & Barista is a dual-skilled role responsible for developing and executing a world-class beverage program, encompassing both the bar and the cafe. This person will be critical in creating the unique Garuda Signature Cocktails and ensuring the delivery of an elevated, high-quality coffee experience, positioning The Garuda as a premium establishment.

Salary: Nu. 60,000 per month.

Key Responsibilities

Area	Responsibility
Signature Cocktails & Bar Menu	Develop a creative list of Garuda Signature Cocktails incorporating local Bhutanese ingredients (red rice, chili, local fruits, etc.) with unique names inspired by Bhutanese culture/mythology.
	Curate a full drink menu including local beers, spirits, wines, and a variety of appealing non-alcoholic options (fresh juices, mocktails).
	Establish recipes, presentation standards, and costing for all alcoholic and non-alcoholic beverages.
Elevated Coffee Program	Oversee the establishment of the coffee program, including selecting and managing a reputable coffee supplier.

	Ensure the consistent preparation of all high-quality coffee beverages (espresso, pour-over, cold brew, etc.) and manage all related equipment.
Operations & Quality Control	Manage all aspects of the bar and cafe service area, including inventory, ordering, and stock rotation for all beverages and supplies.
	Maintain the cleanliness and organization of the bar and coffee stations, adhering to all hygiene standards.
	Develop and promote a "Happy Hour" or "Afternoon Tea" special offer to drive traffic during specific times.
Staff Training & Mentorship	Serve as the Master Trainer for all bar and cafe staff and DSP trainees in mixology, cocktail preparation, barista skills, and superior customer service.
	Ensure all service staff are knowledgeable about the menu items, ingredients, and the unique cultural stories behind the signature offerings.

Qualifications & Experience

1. Minimum of 3 years of professional experience in a high-end bar environment, with at least 1 year in a leadership role (Head Bartender or Beverage Manager).
2. Demonstrated expertise in modern mixology and the creative use of fresh, local, and unique ingredients.
3. Demonstrable expertise in all forms of espresso and specialty coffee preparation.
4. Strong knowledge of inventory management, cost control, and supplier relations for both bar and coffee operations.
5. Proven ability to design training programs and mentor staff in complex beverage preparation and high-level service standards.
