



Chez Handbook
Being a ChefzTable.com Chez and/or Personal Chez
Updated January 2009

This document should serve as a reference for current Chez and those considering registering as a Chez with ChefzTable.com. It contains answers and explanations on most topics related to your work with ChefzTable.com.



It's Very Much Part-Time Work

Please understand that when you register as a Chefz with ChefzTable.com, you are not applying for a job with guaranteed hours. Rather, ChefzTable.com is a means by which you can generate a couple hours of Cooking business for yourself each week. And it takes some time to get the ball rolling. We do have some Chefz who register with ChefzTable.com and get an inquiry from an interested client right away. However, we also have Chefz who have been registered with our service for months without receiving any Clients.

So please have realistic expectations about your work as a Chefz with ChefzTable.com. We promise to do everything in our power to generate business for you. There are plenty of Chefz with ChefzTable.com who get more business than they can handle. With a bit of patience, perhaps you will also find yourself in this situation.

About The Registration/ Certification Process

The online registration process should take you about 10 minutes. Once you finish, your registration will be reviewed and either accepted or declined. You will know either way.

Chez are required to submit a complete cooking course menu and have a food handlers card, and/or state alcohol service permit if your state requires it.

You Get Paid Well

ChezTable.com makes money by taking a percentage of the business we generate for you. Therefore, we charge our clients one rate and you take home a slightly lower rate. Here's how it works:

Cooking Classes:

At first, you will receive exactly 70% of the course the client buys. On average, ChefzTable.com gives customers about 10-15% in discounts and promotions, so our portion ends up being 15-20%. With ChefzTable.com, you keep at least 70%. The rest is used to generate business, cover operational costs, and maintain the website.

After 15 cooking classes, your take home percentage increases to 75%.

After 30 cooking classes, your take home percentage increases to 80%.

Personal Chefz Service:

As an independent contractor for ChefzTable.com you will receive 85% of the service the client buys. Why is a Personal Chefz Service paid out higher? Because as a Personal Chefz you are expected to purchase the food for your client that's referred to you by ChefzTable.com

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Once You're Registered, Here's How You Get Customers

Once you register with ChefzTable.com, you will have an online account with a personal profile. This profile will show your Cooking location, your culinary university, your photo (optional) and a blurb about your Chefz experience/ qualifications. ChefzTable.com has hundreds of clients visiting our site each day looking for Chefz like you.

Clients searching ChefzTable.com will enter their zip code and cooking course and/or Personal Chefz Service interest. If you match their criteria, you'll be returned in their search results. They'll peruse your profile and send you a message through our website if they're interested in booking your service and about scheduling a lesson and/or Personal Chefz Service. You can check your messages simply by logging into your ChefzTable.com account. Don't worry about having to check your messages all the time; we'll send an email notification to your personal email address whenever you receive a message. Once you accept an assignment, the client is then notified and payment is requested at that time. Note if you decide to not accept an assignment the client will then be asked to choose another Chefz at that time.

You will not receive personal information about the client until the transaction has been paid. Once the transaction is paid for, both you and the client will receive (via email) contact information and phone numbers. It's the Chefz responsibility to contact the client in 48 hours to go over menu and provide a detailed shopping list for client. Once you have completed the assignment, fax in the ChefzTable.com Service Agreement to ChefzTable.com for payment. (The agreement can be found on the website under resources – you must be logged in as a Chefz to gain access to these documents.)

It's Contract Work

Please understand that your position with ChefzTable.com does not constitute employment. You are in charge of making your own schedule and developing your own Menu, Teaching Style and Personal Chefz Service. ChefzTable.com Chefz are independent contractors. That means that ChefzTable.com withholds nothing from your paycheck. You are responsible for reporting this income when you do your taxes. See the [independent contractor agreement](#).

Protocol for Corresponding with Clients

Once you receive a message from an interested client, please remember this important policy: you are not permitted to exchange phone numbers with a client until the client has submitted his or her credit card information to ChefzTable.com. You can see whether a client has submitted credit card info by looking in your message inbox. Additionally, you are not permitted to schedule your first lesson/service with a client until billing info has been received, even if it's just a "meet and greet."

Once you see that billing information has been entered you will receive an email with contact information. You are required to contact the client within 48 hours. Once in contact with the client go ahead and make all the logistical arrangements and go over the menu and shopping list. After the course/service, be sure to fax your service agreement with both your signature and the client's signature to ChefzTable.com. Please remember, all payment is made to ChefzTable.com; you will never receive payment directly from a client.

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Check Cutting Dates

Checks are cut on the 1st and 15th of each month. Please note: there is a 5 day lag time between the check date and the courses/services that are included in that check. For instance, if you teach a course/cook on the 11th, it will be included in the paycheck that goes out on the 1st of the following month, not the one that goes out on the 15th of that month.

Non-Compete

Occasionally, a ChefsTable.com Chef attempts to work with a client outside of the ChefsTable.com system. Most Chefs are happy to abide by our regulations because our partnership with you almost always proves to be mutually beneficial. Due to the small fraction of non-abiding Chefs, we have you comply with a [non-compete agreement](#) in which you agree not to “steal” ChefsTable.com customers. It also pertains to clients that are referred to you by ChefsTable.com customers. And you are not permitted to refer ChefsTable.com clients to any other Chef outside of our network. Under the terms of the agreement, you are permitted to work with clients that you discover via your own connections or marketing efforts.

Feel free to email chefs@ChefsTable.com if your question is not answered here.