

EXECUTIVE CHEF

Job Title:

Executive Chef

Place of Work:

A hotel

Scope and General Purpose:

To provide an efficient and cost effective food service to the establishment.

Responsible to:

General Manager

Responsible for:

All subordinate kitchen staff

Liaises with:

All other heads of department

Hours of Work:

Flexible

Limits of Authority:

According to establishment.

Main Duties:

- To ensure that all menus are constantly updated, paying special attention to seasonal availability.
- To ensure that all menus are calculated correctly to obtain maximum gross profit.
- To ensure that all staff are constantly trained to effect good portion control and pleasing presentation of all dishes.
- To hold daily meetings with the Restaurant Manager to ensure that VIP's are timeously identified, and any special arrangements properly communicated.
- To hold daily meetings with the Sous-Chefs and Chefs des Parties to ensure smooth running of all kitchen departments.
- To ensure that all areas under your control satisfy the most stringent hygiene requirements and that staff who are ill or injured receive the correct treatment or are not allowed to work.
- To ensure that all staff are correctly dressed to satisfy statutory requirements as well as enhancing the image of the establishment.
- To ensure that all stocks are ordered to the correct quantities, quality and price.
- To ensure that all stocks are being kept securely and under the correct conditions applicable to each type of commodity stored.
- To regularly meet with the storekeeper to ensure that the correct stocks are kept.
- To regularly hold maintenance checks with the Maintenance Manager to ensure that no equipment breaks down.
- To ensure that all statutory notices are posted at all relevant points and that such notices are conspicuously placed.
- To ensure that attendance registers are kept daily and that any absenteeism is immediately brought to the attention of the Personnel Department.
- To ensure that all staff under your control are fully informed in respect of disciplinary procedures, the handling of grievances, etc.
- To ensure that all documents are sent to the appropriate accounts department immediately for processing.
- To constantly update your knowledge and skills for the good of the establishment and the profession.
- To conduct regular stock checks/stock takes.
- To ensure that expenses are within budgeted limits.
- To ensure that all information which is required to compile meaningful budgets is available at all times.

HEAD CHEF

Job Title:

Head Chef

Place of Work:

A hotel or restaurant

Scope and General Purpose:

To provide an efficient and cost effective food service.

Responsible for:

All kitchen staff

Responsible to:

Food and Beverage Manager

Liaises with:

All other heads of department

Hours of Work:

Flexible

Limits of Authority:

To be agreed.

Main Duties:

- To ensure that all menus are constantly updated, paying special attention to seasonal availability.
- To ensure that all menus are correctly calculated to ensure maximum gross profit.
- To ensure that all staff are constantly trained to effect good portion control and pleasing presentation of dishes.
- To ensure that sufficient stocks of all materials are being kept and stored under the correct conditions.
- To liaise with management daily regarding special requirements, VIP's functions, etc.
- To ensure that all statutory hygiene requirements are diligently followed.
- To ensure that maintenance problems are promptly reported.
- To ensure that attendance registers are kept daily and that any absenteeism is reported to management without delay.

- To ensure that all documents are passed to management immediately for processing.
- To ensure that all staff are dressed correctly to satisfy statutory requirements as well as enhancing the image of the establishment.
- To constantly update your knowledge and skills for the good of the establishment.
- To assist with regular stocktakes as and when required.

CHEF DE PARTIE

Job Title:

Chef de partie

Place of Work:

A hotel or restaurant kitchen

Scope or General Purpose:

To take full responsibility for the running of a particular section of a large kitchen.

Responsible to:

Sous Chef

Responsible for:

Subordinate kitchen staff, cooks, commis de partie, apprentices (or trainees)

Hours of Work:

Variable, usually determined by opening times of restaurant/dining room.

Liases with:

Storeman

Back of the house staff

Limits of Authority:

To be agreed

Main Duties:

- To ensure that all stocks are kept under optimum conditions.
- To ensure that all mise-en-place is always freshly prepared and on time.
- To ensure that all dishes are being prepared to the correct recipe and to the correct quantity.
- To ensure that all dishes reach the hot plate or passe correctly garnished, the correct portion and size, presented on the prescribed serving dish in the prescribed manner.
- To ensure that his section is being kept clean and tidy at all times.
- To ensure that junior cooks and trainees receive the right training and optimum guidance.
- To ensure that any anticipated shortages are communicated promptly to the sous chef or

head chef.

- To ensure that no horseplay is allowed in his section and that all staff under his control are treated fairly and with courtesy.
- To deputise in the sous chef's absence and take charge of the kitchen when directed to do so.
- To attend training courses and seminars as and when required.
- To strive to study management subjects in preparation for future advancement.

SOUS CHEF

Job Title:

Sous Chef

Place of Work:

Kitchen of a hotel or a large restaurant

Scope and General Purpose:

To assist the head chef in the day to day running of the kitchen.

Responsible to:

Head Chef (Executive Chef)

Responsible for:

All subordinate kitchen staff

Liaises with:

Heads of Department
Storekeeper
Linen room

Hours of Work:

Flexible

Limits of Authority:

To be agreed

Main Duties:

- To deputise in the Head Chef's absence.
- To ensure that all chefs des parties are familiar with the day's requirements.
- To ensure that the necessary stocks are on hand at the right quality and quantity.
- To ensure that fair discipline is maintained.
- To ensure that all staff are treated fairly and with commonly accepted courtesy.
- To ensure that timetables, leave rosters and attendance registers are up-to-date.
- To ensure that all statutory, as well as company, hygiene regulations are being strictly adhered to.
- To ensure that all maintenance problems are timeously reported and followed up.
- To ensure that all communications between restaurant and kitchen run smoothly.
- To ensure that each cook receives the correct

orders for the appropriate tables.

- To ensure that each dish leaving the kitchen is checked for quality, quantity, presentation and correct temperature.
- To ensure that the dining room/ restaurant personnel are "standing by" when delicate dishes are served.
- To ensure that regular on-the-job training is carried out so that subordinate staff perform their duties correctly.
- To attend seminars and training courses as and when directed.
- To further your own knowledge of management methods and principles to ensure future advancement and further upgrading in management standards for the profession as a whole.

KITCHEN SUPERVISOR

Job Title:

Kitchen Supervisor

Place of Work:

A kitchen

Scope and General Purpose:

To control and supervise the running of the kitchen, ensuring that the preparation and presentation of food complies with the required standards.

Responsible to:

Catering Manager

Responsible for:

Subordinate catering staff

Liases with:

Restaurant staff

Limits of Authority:

According to each establishment

Main Duties:

- To ensure that all meals, snacks and functions are correctly prepared, cooked and served.
- To ensure that foodstuffs are used correctly so that wastage is kept to a minimum, and staff are trained to effect good portion control.
- To re-arrange duties and rosters as necessary to ensure that all tasks are correctly and timeously completed.
- To ensure that the preparation of food is hygienic and that a "clean as you go" discipline is adhered to.
- To ensure that food in the bains-marie looks attractive at all times, re-garnishing where necessary or replenishing.
- To ensure that company and statutory hygiene standards are maintained.
- To ensure that all kitchen staff are clean and correctly dressed at all times.
- To promote team spirit and lead by example.
- To assist with or present regular training or

coaching sessions, so that staff perform their duties correctly.

- To report any faults or defects to management, paying particular attention to any safety or health hazard.

Irregular Duties:

- To deputise for management in their absence.

HOTEL BUTCHER

Job Title:

Hotel Butcher

Place of Work:

Butchery in the hotel

Scope and General Purpose:

To requisition according to requirements, within agreed stock level parameters, all meat and meat products required by the establishment and ensure their correct and cost effective use.

Responsible to:

Head Chef

Responsible for:

Assistants

Apprentice

Porters

Liaises with:

Sous Chef

Maintenance Department

Buying Department

Limits of Authority:

To be agreed

Main Duties:

- To check meat stocks in refrigerators and freezers in terms of availability and condition.
- To ascertain daily requirements for the order period.
- To requisition new stocks when necessary.
- To ensure correct stock rotation, first in first out, at all times and make recommendations to the Head Chef when meat cuts need using up.
- To cut, trim and portion to the requirements and standards laid down by the establishment.
- To ensure that red meat is hung under optimum conditions.
- To ensure that brines and marinades are changed regularly.
- To issue meat to the various kitchens as required, against a requisition docket only.

- To ensure that hygiene standards comply with company and statutory regulations.
- To always be aware of and take precautions against possible spoilage.
- To check equipment regularly and ensure preventative maintenance is effected.
- To regularly check for other maintenance requirements and report these to the maintenance department.
- To ensure regular stocktakes are conducted.
- To ensure optimum security arrangements are in operation at all times.

