

Berry Springs Tavern

Job Description

Chef

Reports to Head Chef & Manager on Duty

Position description

The Chef is responsible for maintaining exceptional levels of food preparation, hygiene and service in all aspects of kitchen operations, ensuring delivery of an outstanding and consistent product with 100% compliance with food safety standards.

In the Head Chefs absence oversee the kitchen staff and operations to ensure an exceptional kitchen and effective operation.

Duties & Responsibilities

- Supporting the Head Chef in the organization and operation of the kitchen.
- Mentor all Apprentice chefs, Chefs & kitchen hand.
- Ensure that the highest standards are consistently maintained at all times in all food production.
- Responsible for cleanliness and hygiene of the kitchen, fridges and storage areas, and the daily maintenance of all kitchen equipment. Reporting ALL equipment defects to head chef or Manager on Duty
- Follow all schedules, policy and procedures. I.e. cleaning.
- Follow all schedules, policy and procedures. I.e. cleaning and daily task lists.
- Responsible for effective stock control and food rotation within the kitchen.
- Daily Completion of food safety sheets.
- Maintain a good rapport and effective communication with other staff and customers. Always maintain professional attitude and manner.
- Attend work well groomed and presented in full uniform at all times.
- Check daily function / restaurant reservations including the next two days.
- Perform any related duties as assigned or as necessary.
- Ensure accurate records maintained for spoilage / Wastage.
- Escalate any problems to appropriate Supervisor / Manager.
- Upon completion of assigned job they are to report to Head Chef for instructions on further duties.
- Responsible for the organisation of mise en place.

Work Health Safety

- Undertake all duties in a safe and responsible manner so as not to put workers, customers, suppliers/contractors and the environment at risk.
- Comply with all company policies, procedures and instructions.
- Comply with all company policies, procedures, manuals and instructions, as well as all relevant legislative requirements including but not limited to Food Standards Australia and New Zealand.
- Use materials, handling equipment, knowledge and resources provided to minimize wastage, spoilage, accidents, incidents, contamination or injury.
- Report to management any unsafe practice or condition which may put workers, customers, suppliers/contractors or the environment at risk.
- Keep abreast of all safety communications.

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Communication & Customer Service

- At all times customers and staff should be treated with respect, courtesy and friendliness, using good judgment, tact and initiative when handling challenging situations.
- Maintain a consistent high level of customer service and positive and productive communication with internal Management & staff, delivery personnel and customers.
- Handle customer complaints, proactively and productively with a positive outcome for both the business and the customer in mind.
- Develop and maintain product knowledge, menu knowledge and relevant cookery techniques, including on the job research.
- Provide wait staff with food descriptions, recommendations and cookery knowledge.
- Contribute ideas and feedback in the development of the business.

Security & Loss Prevention

- Maintain full awareness of others movements in your kitchen workspace & cool rooms at all times. Reporting any unusual or suspicious occurrences.
- Maintain awareness and control of the kitchen stock using loss prevention techniques, including but not limited to FIFO, effective stock rotation and storage. Close monitoring of Fridge and freezer temperatures
- Follow company policies and procedures for securing the premises upon closure.

Housekeeping

- Maintain a high standard of cleanliness of Kitchen, cool rooms and all associated storage areas.
- Present to work well groomed and on time.

General Physical Activities

- Kitchen staff must perform physical activities in a variety of environmental conditions that require moderate strength and fitness. These include, but are not limited to: climbing, lifting, balancing, bending, walking, carrying and handling of a variety of materials, pots, pans and kitchen equipment. Must be able to stand for long periods of time and carry trays, bowl and pots filled with food.

Flexibility

- Must be able to work a variety of shifts spanning over a seven day operation including split shifts. Must work reasonable additional hours when needed to assist during busy periods or assist with the workload of others.

Problem Solving and Conflict Management:

- Must recognise a problem when it arises and be able to resolve it promptly and appropriately by using good judgement, tact, initiative according to the company policies and procedures.

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Essential Criteria

- Possess strong customer service skills
- Ability to work in a structured environment
- Highly motivated
- Ability to work with unsupervised and as a team player and contribute to the team's success
- Possess well developed interpersonal skills
- Ability to work under pressure, and effectively priorities changing tasks.
- Ability to gain a knowledge and understanding of all aspects of the kitchen operations and associated components of the business.
- Ideally have previous experience in a Kitchen environment
- Successful criminal history check

Please sign below to acknowledge you have read and understand all aspects of this role and are prepared to fulfill these duties to the best of your ability.

Name of Employee	Signature	Date
Name of	Signature	Date