

JOB DESCRIPTION OF KITCHEN STAFF

Job Description of Executive Chef:

Job title: Exe. Chef.

Responsible to: General Manager (GM)

Purpose and scope of job: To plan, organize, direct, co-ordination or co-ordinate and control the overall operation of the entire kitchen.

Responsibility:

1. Smooth functioning of all the kitchens under his control.
2. Checking the operation of satellite kitchen and suggest any change if required.
3. Preparation of menus for the hotel in consulting with F & B Manager and F & B control department.
4. To ensure that all the staff under his control is properly deployed and utilized.
5. Placement of order to various suppliers through stores and perch ages departments.
6. Advice the management on the perch ages of plants and equipment of the kitchen.
7. Setting the standard perch ages specification for the food materials in consultation with MMD offer an F & B manager.
8. Quality control of fresh supplies receive and for checking the supplies at unspecified interval.
9. Standardizing recipes and their enforcement.
10. Controlling wastages and ensuring proper storage.
11. Formulation of preventing maintenance schedule in consulting with Exe. Engineer.
12. Maintaining food cost as per the laid down policy.
13. Setting hygienic standard and their enforcement.
14. Prepare of department budgets.
15. Continual assessment training staff and monitoring their welfare.
16. Co-relation with other department.

Job Description of Sous Chef:

Job title: Sous-chef.

Responsible to: Responsible to Exe. Chef or GM/manager where he is the departmental head.

Nature and scope of job: To plan, organize, direct and control the kitchen operation.

Responsibility:

1. To assist the Exe. Chef in his day-to-day life.
2. To directly supervise the food preparation.
3. To check the food during peak hours regarding service garnishes and accompaniments.
4. To co-ordinate with Exe. Chef with regard to the maintenance and upkeep of the kitchen equipment.
5. To inform the Exe. Chef about each and every details of the kitchen.
6. To keep controlling wastage.
7. To make change from one session to another to ease the processes in any particular section.
8. To officiate in place of Exe. Chef when he is in off duty.
9. To assist the Exe. Chef in menu planning and costing.
10. To ensure strict discipline in the kitchen.
11. To ensure proper communication between chef and staff.
12. To ensure strict hygienic standard in the kitchen.
13. To assist the Exe. Chef informing the training schedule.
14. To co-ordinate with other departments as per the advice of the Exe. Chef.

Job Description of Chef De-Partie:

Job title: Chef De-Partie

Responsible to: Exe. Chef/ Sous Chef.

Purpose and scope of job: To organize, direct and co-ordinate in the smooth functioning of his section.

Responsibility:

1. Production of all items from their particular area, with the correct recipe card and procedure, correct quantity and of good quality,
2. To suggest and trial new menu items, participating in the creation of items for our guests,
3. To maintain the hygiene in their area, and for machine cleanliness,
4. For the schedules, discipline and personal hygiene of their staff,
5. For the requisitioning, rotation, storage and correct usage of all foodstuffs,
6. For the implementation of new menu items and to help develop future ideas,
7. To control the wastage and the costs of their section, and to meet budget specifications,
8. To have direct supervision of all cooks in the section,
9. For the practical training of all staff in the section, and to participate in the theory training given,
10. To show full support to the Senior Kitchen staff, the goals and ideals of the operation, working continually towards the betterment of our guest expectations,

11. To help handle the interaction between Kitchen and Restaurant staff, settling any disputes quickly and quietly, that may arise from time to time,
12. In the absence of Senior Chefs, ensuring timely and quality service of our menu items according to service specifications and guest expectations,
13. To ensure that all food display areas, such as buffets and cake displays are kept in prime condition at all times, according to our Standard and Procedures,
14. To support and participate in hotel activities, such as environmental committees, cost savings etc, which may serve to better our operations or the efficiency of the company.

Job Description of Chef Grade I/II:

Job title: Chef Grade I/II

Responsible to: Exe. Chef/ Sous Chef.

Purpose and scope of job: To organize, direct and co-ordinate in the smooth functioning of his section.

Responsibility:

1. Smooth functioning of his department.
2. Deployment and proper utilization of the staff under his control.
3. Preparation of the duty roster for his staff.
4. Requisitioned (bill-listed book) the raw materials for day to day use in his section.
5. To check and approve fresh supplier as and when deputed by Exe. Chef or Souse Chef.
6. To assist the Exe. Chef in formulating the standard perch age specification.
7. To ensure that all the records and conjunction sheet of his section and submitted to Exe. Chef.
8. To control wastage in his section.
9. He also controls the portion.
10. To assist the Exe. Chef in preparation of new menu.
11. Quality control with special attention of presentation of accompanishment.
12. Actual training of staff by demonstration the duty to be prepared by them.
13. To organize the chef special menu of the day in consultation with Exe. Chef.
14. Officiating Souse chef when he is off duty.
15. To ensure strict hygiene standard in his section.

Job Description of Apprentice/ Trainee:

Job title: Apprentice/ Trainee

Responsible to: Senior commis/Chef De-Partie

Purpose and scope of job: To train, observe and co-ordinate in the smooth functioning of his section.

Responsibility:

1. To follow the Standards and procedures of the Kitchen,
2. To learn their jobs well and thoroughly,
3. To keep to the hygiene and sanitation practices,
4. To attend all the Training classes for Kitchen Staff,
5. To be interested and want to learn their new trade and to improve themselves,
6. To show enthusiasm and ambition to become an integral part of the kitchen team, along with the skills and proficiency required, fulfilling his commitments to the brigade.

IN FRENCH WORDS

Chef de Saucier: The sauce cook is usually the "star (*)" party because his job is most complex. The chef saucier will be Souse Chef in the making and will eventually rise to chef-de-cuisine. It is here that all the sauces, meat, poultry's, enisine. It is here that all the sauces, meat, poultry; entrees are prepared together with the necessary garnishes. He prepares his own Mise-en-place for many items he will receive like steaks prepare from larder.

Chef Rotisserie (Roast cook): He is responsible for the production of all roasts and grills of meat, poultry and game, grilled and deep fried fish, deep fried vegetable, potatoes and savories. He prepares sauces, accomplishment and garnishes for roast and grill and grill. In large establishment grill items are the responsibility of the gaillardia. It is usual for the grill food to work under the supervision of the roast food.

Chef Poissonnier (Fish Cook): The fish prepare all the fish and entrees and the roast cook deals with all roast and deep fried food. The fish prepare comes from the larder or Boucher and the chef does the cooking, garnishing, saucing and dishing of fish.

Chef Potager (Soup Cook): The soup cook prepares all types of soup is responsible for the garnishes accompanying the soups. The chef sometimes begins work early. The work of the potager is important as soup gives an impression of meal to follow.

Chef grade Manager (Larder cook): The Larder cook is most spectacular and the busiest because the work is never ending. Besides feeding the main kitchen, he prepares food for processing; he has to keep the cold buffet supplied. It is a cold section and is the house of the kitchen when all perishable foods are kept.

He has wide range of work to do as the larder have various subsections such as hord'oeuvre, a salad section and a hot chary section. The cold buffet work sandwiches, canapés are also his responsibility.

Chef Entre métier (Veg.cook): The veg. cook is responsible for the production of different types of vegetable and potato dish.

Chef Potassium (Pastry cook): The pastry cook has different status but certainly not less than the Sauce cook and the larder cook. His work is specialized and he prepared hot and cold pudding, cakes, pastries, bread etc. He is also responsible for special display work and the supply to the main kitchen of items of pastry.

Chef-de-Banquet (Banquet Cook): In many of the large hotel with extensive banquet commitment the brigade will have a Banquet chef and one or two commit.

The Banquet chef is responsible for organizing the service, co-ordinating with the C D P, the time and service, number for the arrival of various dishes to the service area. He further arranged to what point the dishes are finished and completion to the service point.

Sometime this will mean his having to move his service staff from one service point to another. The Banquet chef will coordinate with the Banquet manager regarding times, service number, special dishes require, special instruction to the waiter concerned.

Chef Taurant (Relief cook): He is relief chef-de-Parties (CDP), he takes over a section when its chef goes or leave or has an off-day. Chef is usually a senior capable commie as he has the knowledge of various sections.

Chef Communar (Staff cook): In small establishment the staff food is prepared by different CDP.

In large establishment a separate section or separate kitchens prepare the staff food.

Staff ordinarily prepares meals for lower or super visors staff as the executive eat their meals in restaurant.

Whole some food or meals are prepared in staff.

Kitchen Poitier/Commis: The Poitier controls the issue collection of laundry to the kitchen personal that is supplied by the establishment.

Although a lot of duties of the kitchen Poitier require little skill by correct, good training, they become most valuable number of the kitchen brigade.

Friturier (fry cook): In larger kitchens, prepares fried foods instead of the rôtisseur.