



JOB DESCRIPTION

Job Title : Kitchen Manager
Immediate Supervisor : General Manager/Group Executive Chef
Job Code : JD-KC01

GENERAL DUTIES:

DUTIES

- The preparation, presentation and service of food items, using standard recipes.
- To ensure that all food storage, preparation and service of all foods meet the temperature guidelines stipulated in the Food Safety and to record all food temperatures.
- Assistance in ensuring all foods are prepared as close as possible to service times and that any food cooked in advance is correctly Chilled, stored at below 3°C and adequately reheated
- Assistance in ensuring that all menu items, are available in service areas throughout service times, and that food service staff are aware of correct portion sizes in accordance with main production plan.
- To liaise with the Stores person or purchasing to ensure that adequate food items are available to produce the appropriate menu items.
- To inform the Kitchen Superintendent of any malfunction of equipment.
- Responsible for kitchen staff and areas on occasions when Executive Chef are unavailable
- Ensuring the kitchen is secured at the end of the evening and all equipment is switched off and secure
- Ensuring all areas in the kitchen are covered if shortages of staff
- Maintaining a neat and tidy appearance at all times
- Undertake light cleaning duties to maintain a tidy, clean and hygienic work environment.
- Work with Executive Chef to develop recipes; standardize production to ensure consistent quality
- coordinate the work of the kitchen staff and direct the preparation of meals during an absent of Executive Chef
- provide on the job training for all staffs as assigned by Executive Chef
- Market list order for daily operation, Monitor kitchen store room and request additional items from main store room
- Establish work schedule for kitchen staffs

SPECIFIC DUTIES:

The ability to manage kitchen operation and all staffs during an absent of Executive Chef.

CORE COMPETENCIES:

Leadership, Planning