

JOB DESCRIPTION

POSITION	Cook
DEPARTMENT	Kitchen
REPORTING	Restaurant Manager
DOCUMENT NO.	JD-KC-002
REVISION NO.	0
EFFECTIVE DATE	1 January 2009

No	Items	Description	Remarks
1	Job Objective	Assist Chef to ensure that the workflow for the kitchen runs as smoothly as possible and ensure the best quality food is served by practicing the best hygiene and food quality.	
2	Duties & Responsibilities	<ol style="list-style-type: none"> 1. Assist the Chef. 2. To prepare all garnishes to accompany the main meal and sweet courses. 3. To prepare the sweet courses as circumstances arises. 4. To assist in the preparation of food. 5. Maintain standards of food and kitchen hygiene. 6. Maintain standards in food preparation. 7. To relieve in the Chef and Kitchen Helper absence. 8. Assume and assist to execute policies by Chef. 9. Report to work when scheduled in a clean, neat uniform, meeting all grooming and appearance standards. 	
3	Authority	<p>This person has the authority to :</p> <ol style="list-style-type: none"> a) Maintain the standards and quality of the food. b) Substitute the Chef and provide orders in the absence of the Chef. c) Ensure the freshness and quality of food. 	