

## JOB DESCRIPTION

<b>POSITION</b>	Kitchen Helper
<b>DEPARTMENT</b>	Kitchen
<b>REPORTING</b>	Cook
<b>DOCUMENT NO.</b>	JD-KC-003
<b>REVISION NO.</b>	0
<b>EFFECTIVE DATE</b>	1 January 2009

No	Items	Description	Remarks
1	Job Objective	To assist in all the miscellaneous matters in the kitchen to provide all assistance as per scheduled or instructed by the Cook. This shall provide a more efficient kitchen to produce quality food in faster manner.	
2	Duties & Responsibilities	<ol style="list-style-type: none"> <li>1. Assist in preparation of dishes or food.</li> <li>2. Assisting the chef to cook in serving the meals and preparing the necessary dish as per schedule.</li> <li>3. Assist in the garnishing of food</li> <li>4. Operates kitchen equipment and performs preventive maintenance duties if necessary and reports malfunctioning equipment for corrective action.</li> <li>5. Responsible for removing foods from freezer on a semi weekly basis and according to schedule.</li> <li>6. Reporting of unsafe conditions in the kitchen as well as suggesting possible solutions to hazards.</li> <li>7. Co-assist in all other necessary kitchen work as and when provided by the schedule or policies or as instructed.</li> </ol>	
3	Authority	<p>This person has the authority to:</p> <ol style="list-style-type: none"> <li>a) Report unsafe conditions of the kitchen</li> <li>b) Removing foods from freezer as per scheduled</li> <li>c) Operates kitchen equipment</li> </ol>	