

## JOB DESCRIPTION | KITCHEN LEADER

### Position Purpose

To control and supervise the running of the kitchen, ensuring that the preparation and presentation of food complies with the required standards.

### Accountabilities

Deputise for management in their absence.

### Job Functions

1. To ensure that all menu items are correctly prepared, cooked, and served.
2. To ensure that food ingredients are used correctly so that wastage is kept to a minimum and staff are trained to effect good portion control.
3. To re-arrange duties and rosters as necessary to ensure that all tasks are correctly and fearfully completed.
4. To ensure that the preparation of food is hygienic and that a "clean as you go" discipline is adhered to.
5. To ensure that the food in the bains-marie looks attractive at all times, re-garnishing where necessary or replenishing.
6. To ensure that company and statutory hygiene standards are maintained.
7. To ensure that all kitchen staff is clean and correctly dressed at times.
8. To assist with or present regular training or coaching sessions, so that staff perform their duties correctly.
9. To report any faults or defects to management, paying particular attention to any safety or health hazard.
10. To ensure that attendance registers are kept daily and that any absenteeism is immediately brought to the attention of the General Manager.
11. To ensure that all invoices are sent to the Managers immediately for processing.
12. To conduct regular stock checks/stock takes.
13. To ensure that all stocks are being kept securely and under the correct conditions applicable to each type of commodity stored.

### Qualification Standards

1. Able to lead a team.
2. Ability to follow directions and complete multiple tasks efficiently.
3. Ability to work under pressure.
4. Oversee maintenance, safe operation and training of all restaurant equipment and utensils.