

**Mytime Active****JOB DESCRIPTION****TITLE: Chef/Cook****BUSINESS UNIT: Golf****POST NO:****REPORTS TO: Food & Beverage Manager****KEY OBJECTIVES**

**To provide, manage and develop a high quality catering service.**

**To maintain effective control of Food & Beverage services and budgets within the required margins.**

**To operate a professional, safe and cost effective catering service within the company's operational standards, complying with all statutory requirements.**

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

1. Comply with set menus which reflect Mytime's standard of using fresh, high quality and seasonal products.
2. Prepare, cook and present all meals attractively. The majority of dishes will be made in-house.
3. Supervise food delivery and presentation.
4. To be responsible for managing the food budget so that expenditure does not exceed the set monthly targets.
5. Ensure adherence to cash handling and finance procedures.
6. Order all supplies cost-effectively using nominated and approved suppliers.
7. Ensure a high standard of cleanliness is maintained in the kitchen.
8. Keep stock secure at all times, storing foodstuffs appropriately and maintain accurate records. Avoid unnecessary wastage and deterioration of foodstuffs.
9. Manage catering staff to ensure a professional safe, clean and efficient kitchen operation. Ensure that all staff are trained in food handling and preparation, the use of all equipment, personal hygiene, serving, food storage and in keeping the required Mytime records.
10. Ensure that all F&B staff deliver excellent customer service.
11. Ensure equipment is used appropriately and for its designed use. Report any equipment defects and withdraw from use immediately.
12. Comply with Mytime policies in terms of Food Safety and Health & Safety, completing and storing all records as outlined in the Quality Management System.
13. Maintain, implement and review company procedures and processes as appropriate.
14. Maintain good working relationships with colleagues at all times.
15. Attend and participate in training sessions and meetings as and when required.
16. To carry out all duties with regard to Health & Safety requirements and regulations according to the Health & Safety Policy

**DATE OF LAST REVIEW: Dec 2012**

## PERSON SPECIFICATION

**TITLE: Chef/Cook**

**BUSINESS UNIT: Golf**

**POST NO:**

**REPORTS TO: Food & Beverage Manager**

### SKILLS & ABILITIES

Ability to prepare, cook and present food for menus and functions catering.  
The understanding and ability to constantly deliver good quality customer care.  
Ability to communicate effectively with colleagues and customers.  
Neat and presentable appearance with high standards of hygiene.  
Good numeracy skills.  
Ability to use judgement and common sense.  
Ability to work as part of a team.  
Ability to lead and motivate a team of staff.  
Ability to undertake a diverse workload and deliver to a high standard to required deadlines.

### EXPERIENCE

Experience of working in a similar environment which has included food preparation, cooking and presentation of a varied daily menu, buffets and catering for functions.

### KNOWLEDGE

A working knowledge of current F&B best practice and practical application in the workplace.  
Commercial awareness.

### QUALIFICATIONS

**Essential:**

To hold the Basic Food Hygiene Certificate level 2

**DATE OF LAST REVIEW: August 2016**