



Job Description

Post Title: Assistant Cook

Responsible to: Head Cook

Main purpose of the post: To act as assistant to and deputise for Head Cook

Main duties:

- Assist in the preparation of all light foodstuffs, snacks and beverages
- Assist with food preparation and cooking as required
- Prepare the counter to the standards laid down by the Head Cook
- Serve all food and beverages at the specified times
- Operate trolley service or other requirements inside and outside the dining area, taking cash and accounting for the same if required to do so
- Operate any control systems as defined by the Head Cook, completing necessary records
- Ensure daily knowledge of the food to be served, together with the appropriate garnish, portions and prices
- Maintain the menu boards as directed
- Assist with the washing-up of all light equipment in the servery and kitchen
- Collect and remove to the appropriate area all dirty prep equipment and any other light equipment
- Clean all aspects of the kitchen area & store rooms
- Ensure that all floor and wall surfaces are kept clean to the prescribed height
- Ensure that the store area is kept clean and tidy
- Carry out deep clean as specified by the management
- Maintain competent hygiene standards
- Following company or competent policy in dealing with customer comments or complaints
- Comply with Health and Safety Regulations and Fire Policy. Report hazards to management.
- Assist the Head Cook in planning the menus
- Keep the cooking area clean & hygienic
- Keep the cooking equipment clean
- Prepare cooking ingredients
- Prepare dressings on salads and desserts
- Move the kitchen utensils wherever needed
- Follow & implement the kitchen safety regulations
- Perform the duties of the Head Cook in his/her absence

Any other duties commensurate with the salary and grade of the post, which may be assigned from time to time.

