

JOB DETAILS	
Job Title	Location
Demi Chef	Hotel Roda Beach Resort
Department	Direct Reports
Hospitality	Commis 1
Reports to	Indirect Reports
Chef de Partie and /or the Sous Chef and / or the Specialty Chef and / or the Chef de Cuisine and / or the Executive Chef	All other line level chefs
Date Prepared	
7th Sept 2021	

JOB SUMMARY
Under the general direction of Chef de Partie and /or the Sous Chef and / or the Specialty Chef and / or the Chef de Cuisine and / or the Executive Chef and within the limits of established RODA Policies and Procedures, oversees and directs the day-to-day Operation of the Kitchen department and maintains the overall efficiency of standards set. Promotes positive work environment.

DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> Supervise, coordinate, and participate in the preparation of mis-en-place cooking for all F&B outlets. Control freshness, preparation techniques and storage of goods used. To check Commis 1 chefs on his/her section: e.g. regarding personal hygiene. To assist the Chef de Cuisine in composing new recipes and menu ideas. Order and turnover of products in his section through daily inventory lists. Control cooking procedures, portioning, garnishing and presentation of all dishes. Keep effective contacts with colleagues of other departments. Is involved on other tasks and cooperates in special projects when required. Set up work rosters of his section in consultation with the Chef de Cuisine. Allocate different tasks according to the mis-en-place list. Provide and maintain the highest standard of guest care and service. To maintain a high standard of personal hygiene and grooming at all times. To ensure that your designated uniform is worn well pressed and in a good state of repair. To familiarize yourself with the hotel's Performance & Product Standards and to be able to demonstrate their application consistently.

- Must have good knowledge of all facilities and be able to answer guest questions in a quick, polite and helpful manner.
- Handle any guest complaints or problems promptly and to ensure that all resolved/unresolved incidents are reported to the or Chef de Cuisine.
- To act on your responsibilities for Health and Safety at work.
- To demonstrate a working knowledge of fire prevention and to follow the restaurant evacuation plan on hearing the alarm.
- To be security conscious with respect to guest, staff and the property/welfare and to report suspicious circumstances to your Chef de Cuisine.
- Check all food preparation to determine the type and quality of items to be prepared.
- Work to the specifications received by the Chef de Cuisine regarding portion size, quantity and quality as laid down in the recipe index.
- Preparation and compilation of staff meals.
- Observe and taste the food during preparation.
- Ensure that food orders are prepared efficiently and within a reasonable period of time.
- Ensure that hot dishes leave the Kitchen at the correct temperature.
- Take orders from his/her Chef de Cuisine and carry them out in the correct manner.
- Together with the Commis to write daily wine, dry store, food requisitions and kitchen transfers on the appropriate forms for the approval of the Chef de Cuisine in order to achieve the high stock rotation desired in his/her section.
- Ensure that staff handles and uses kitchen utensils and equipment properly.
- Ensure cleanliness of all utensils, cooking equipment, working tables and fridges, and so on.
- Ensure that the hotel's Cost Control policies and procedures are followed.
- Other duties and responsibilities which might be assigned from time to time by the Chef de Cuisine.
- When requested will be production chef during afternoon mis-en-place.
- To monitor all costs and recommend measures to control them. To establish an integrated cost management plan through product lining and minimal inventories.
- To ensure that the Department Operational Budget is strictly adhered to.
- To monitor all cost and recommend / institute measures to control them.
- To review monthly forecasts and schedule resources accordingly.
- To assign responsibilities to subordinates and to check their performance periodically.
- To identify and develop young talents within the organization for future potential growth within the group
- To support staff needs in other Divisions based on the hotel priorities and anticipated business levels.

- To check incoming ingredients, ensure that all merchandise is in accordance with order sheets and receiving records in collaboration with Purchase Manager.
- To ensure orderly handling of all products and check that quantities prepared are according to recipes and plate specifications.
- To prepare and supervise daily mis-en-place and assure that all sections are ready supplied with fresh and high-quality products based on anticipated business levels.
- To be available and on duty during peak periods (frequently opening and closing the operation)
- To encourage creativity among his team.

GENERAL / MISCELLANEOUS

- To be punctual on duty and ensure the same of your employees.
- Be well groomed to the standards laid down. Insist on the same standard for your employees.
- To comply with all DIRE's rules and regulations as outlined in the handbook and to be aware of company disciplinary and grievance procedures.
- To create an environment which promotes employee morale and encourages the team to have pride in their department with a high level of commitment.
- To promote a helpful and professional image to the customer and give full cooperation to any customer requiring assistance with the prompt, caring and helpful attitude.
- To anticipate the needs of the customer whenever possible, to enhance quality service and in turn enhance customer satisfaction.
- To give full co-operation to any colleague requiring assistance in a prompt caring and helpful manner. To be flexible in assisting in other areas of the Hotel in response to the business and customer needs
- Ensures all staff is thoroughly familiar with the hotel's emergency procedures and in a state of preparedness for any emergency which may occur.
- Maintains a monthly overview of vacation- and public holiday balance of all his/her staff and delivers a monthly consolidated summary.
- Is familiar with all related company documentation and especially with the relevant Operational Standards for his/her field of responsibility.
- Other duties as assigned.

SPECIAL

- Assist in Task Force Teams for new openings.
- Carry out any other reasonable task (which may not be stated here) as requested.

EXPERIENCE AND QUALIFICATIONS

Education and Experience	<ul style="list-style-type: none">• Culinary Degree, 4-5 years' experience in the Culinary field in a 4 or 5 star hotel, at least 1 year of which should be in a similar capacity.
Essential Functions	<ul style="list-style-type: none">• Kitchen Operational Standards, Policy & Procedure Adherence
Technical Qualifications	<ul style="list-style-type: none">• Full compliance with HACCP standards and certification.• ISO 9001, 14001 & 22000 certification.