



JOB DESCRIPTION

Commis Chef

Job Purpose:

Creates and cooks the dishes along side the Head Chef & Snr Sous Chef + oversees the kitchen in the absence of senior kitchen team by managing and collaborating with other kitchen staff - food preparation & cleaning dishwashing and monitoring food quality and execution. Oversees expediting, cooking, prep work, ordering and storage maintenance as well as management of personnel. This role is suited for a person who is passionate about fulfilling the mission of the company, contributing to the success, profitability and exceptional reputation of the restaurant.

MISSION STATEMENT

We will continue to achieve the highest standard of product quality and presentation through consistent teamwork, fresh ideas and a commitment to our profession. With effective communication, flexibility, enthusiasm and innovation, our customer expectations will be exceeded while ensuring optimum profitability.

Our mission is to help diners find themselves discovering and rediscovering the flavours of Pan-African cuisine while on a sensory journey through upscale elegant yet approachable service. Our commitment is to be the storytellers of African heritage and to guarantee an exceptional experience to our guests as well as fellow colleagues through our culture of continued excellence.

Reports to: Head Chef

Key Responsibilities

Culinary Development

- Keeps abreast of newest culinary trends and innovations in the hospitality industry
- Be alert for opportunities to improve the profitability of the department i.e., through controlling wastage
- Be responsible for the economy of all utilities and resources
- Be innovative & develop new techniques and menu items to increase quality, sales, reduce costs and increase productivity and train your team to do so

This is a working document which is subject to additions and updates where necessary.

People

- Continually review and manage performance of all culinary staff in lower positions in the kitchen team
- Provide developmental & Support to every role of BOH team
- Manage, resolve and document all BOH staff issues including disciplinary actions in assistance of Human Resources and General Manager
- Understand, follow and direct others in current safety procedures

Communication & Administrative

- Maintain effective communication within the department and directors, must respond to all correspondence
- Report any problems/complaints to the Head Chef, Snr Sous Chef & General Manager in their absence
- Attend all department training sessions and/or meetings and trainings schedule and required
- Liaise with FOH to ensure positive communication and offer support
- Be fully compliant and conversant with STORK Employee Handbook
- Create and follow procedures when it comes to menu changes (introducing the dishes, creating menu descriptions, organizing tasting for service staff in timely manner, etc.)
- Keep all culinary and BOH documentation up to date including, but not limited to:
 - Job Duties and Opening/Closing Checklists
 - Food Operations Manual/ Recipe Manual
 - Forms
- Personally respond to all guest requests addressed to chef or culinary team
- Personally liaise with all group bookings personnel regarding food requests for larger parties and private events
- Communicate and work closely with PR and marketing team to highlight the food offerings and to respond to media inquiries

Quality and Results:

- Drive the STORK RESTAURANT values and philosophy along side the Kitchen Team
- Ensure an efficient and well-organized department, ensure all staff are well trained and highly motivated
- Attend to any guest comments brought to your attention
- Greet and maintain an excellent working relationship with entire management, guests/clients and staff
- Maintain a food GP% of 75% or better through accurate ordering, menu planning, monitoring and waste control
- Carry out dish/menu costings with the Head Chef
- Carry out & assist accurately and log the food stocktake on a monthly basis along side the Kitchen Team
- Frequently check that reporting staff adhere to the agreed recipes and portion control standards
- Monitor consistency in product and avoid wastage/over production
- Possess and share comprehensive knowledge and skills in food preparation, cooking and presentation
- Keep all order sheets, stock take sheets up to date
- Accompany and pass all the inspections
- Provide comments and feedback on annual budgets
- Accurately forecast revenue and payroll and maintain holiday planning for kitchen staff

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Health and Safety

- Be aware of and comply with safe working practices as laid out under the Health and Safety Act as applicable to your place of work. This will include your awareness of any specific hazards at your workplace.
- Wear and ensure others to wear appropriate protective clothing
- Report and immediately act on potential pest sightings
- Report any defects in the building or equipment and find solutions for timely repairs
- Ensure that any accidents are reported and logged immediately
- Be fully versed, conversant and responsible managing:
 - STORK health & safety (manual)
 - STORK Food safety (manual)
 - STORK Fire & Bomb & Covid Procedures
- As the restaurant level of business varies considerably, there is a need for flexibility in attitude, approach and working hours

The above description is not to be regarded as exhaustive. Other tasks and responsibilities of a broadly comparable nature may be added on a temporary or permanent basis, as appropriate.

I have read, fully understand and agree to full responsibility for the duties laid out in the job description.

Signed: _____ date _____

Directors: _____ date _____