|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | BANQUET CHEF | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | Responsibilities of this position include: producing food needed for banquet functions; dealing with the food costs; and supervising the people used for the events. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A high school diploma or equivalent; * Ability to evaluate your own performance as well as that of others and the organisation to aid improvement * Ability to motivate, develop, and direct people as they work and identify the best people for the job; * Time management | | | | |
| COMPETENCIES: | | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations. * Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction. * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations. * Meticulousness — Job requires being careful about detail and thorough in completing work tasks. | | | | |
| TASKS: | | * Assuring proper sanitation practises are followed; * Assuring smooth banquet operation by coordinating with related food and beverage departments; * Controlling food costs by maintaining accurate records of all food ingredients used for banquets; * Creating new menus and seeing to their proper implementation; * Dealing with other cooks, on a one to one basis, instructing and guiding them in their jobs; * Directing supervision of day to day operation of all banquet functions; * Ensuring preparation, plating and presentation standards are maintained; * Orienting employees to the department and providing training on job responsibilities; * Prioritising and assigning work, and conducting performance reviews; * Recommending and implementing procedural or production changes. | | | | |
| LINES OF COMMUNICATION: | | Specify | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
|  |  | | | | |  |
|  |  | | | | |  |
| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |