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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | LEAD CHEF |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The position of lead chef consists of directing the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. It also consists of planning and pricing menu items, ordering supplies, and keeping records and accounts. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to monitor or assess performance of yourself, other individuals, or organisation to make improvements or take corrective action;
* Ability to motivate, develop, and direct people as they work and identify the best people for the job;
* Ability to manage one's own time and the time of others.
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| 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.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
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| TASKS: | * Check the quality of raw and cooked food products to ensure that standards are met;
* Check the quantity and quality of received products;
* Collaborate with other personnel to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and the likely number of customers;
* Determine how food should be presented, and create decorative food displays;
* Estimate amounts and costs of required supplies, such as food and ingredients;
* Inspect supplies, equipment, and work areas to ensure conformance to established standards;
* Instruct cooks and other workers in the preparation, cooking, garnishing, and presentation of food;
* Monitor sanitation practises to ensure that employees follow standards and regulations;
* Order or requisition food and other supplies needed to ensure efficient operation;
* Supervise and coordinate activities of cooks and workers engaged in food preparation.
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| 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. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |