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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: |  UTILITY COOK  |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of utility cook entails performing various tasks in the kitchen; preparing food and ingredients, operating and cleaning kitchen equipment such as food warmers, grinders and mixers, working on plate preparation, and maintaining cleanness of the kitchen and service areas. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to adjust actions *in re*lation to others' actions, to monitor or assess performance of yourself, other individuals, or organisations to make improvements or take corrective action;
* Ability to give full attention to what other people are saying.
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| COMPETENCIES: | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* 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.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
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| TASKS: | * Preparing appetisers, salads, desserts and baking cookies and muffins;
* Working floor for special events, carving meat, working pasta and omelette stations;
* Assisting lead cook;
* Assisting sous-chefs;
* Disassembling, cleaning and reassembling kitchen equipment;
* Operating grinders, tenderisers, ranges, griddles, fryers, broilers and toasters;
* Identifying needs and requesting tool and equipment repairs;
* Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices;
* Monitoring product use throughout serving period to prevent overproduction or early depletion;
* Weigh, measure, and mix ingredients according to recipes or personal judgment, using various kitchen utensils and equipment;
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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: |  |  |  |