

Poets Cove Resort & Spa

Job Description

Position: 1st Cook - Kitchen
Department: Food & Beverage Department
Reporting to: Executive Sous Chef

Purpose:

To effectively coordinate, supervise, and participate in all kitchen production activities and also any preparation of such food items that are produced for any of the resort's outlets including banqueting under direction and assistance from the Chef de Partie and Executive Sous Chef.

To ensure guest satisfaction of these products through established procedures and guest contact, and motivating employees to the highest degree, such that company profit ratios and control procedures are met.

Preparation and servicing of all Poets Cove cuisine, using the recipes and production standards layed down by the Executive Sous Chef and Director of Food and Beverage within the resort's specifications.

Position Requirements:

- Minimum 3 years culinary experience in a high standard resort or hotel.
- Basic culinary training in a qualified culinary school.
- Ability to work in a diverse environment, with a "team first" philosophy.
- Strong communication skills.
- Physically fit, able to perform repetitive physically challenging tasks and lift heavy loads.
- Mentally fit for the challenge of working in a high pressure environment.
- Food Safe Level One.

Duties and Responsibilities:

Daily preparation of food items as they relate to his/her area, specifically:

- Preparation of all food products.
- Service and portion control.
- Quality and quantity standards are adhered to.

Responsible for being prepared for and adhering to work schedules and station assignments for the effective and efficient operation of the Kitchen department, both for the restaurant and for any possible banquets.

Participation in the training programs meant for all cooks.

Recognize and develop a potential successor to your position to improve the depth and overall strength of the Culinary Team.

To be involved with the preparation of any special dishes, products and recipes as required by the Executive Sous Chef to ensure full knowledge of new items served in the future.

Be aware of the house count, Reservations, VIP lists and functions daily.

To continuously maintain communications between him/herself, the Executive Sous Chef, the Chef de Partie and all respective kitchen personnel.

Works closely with all cooks, assists and participates in their activities.

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Duties and Responsibilities cont:

Communicate regularly with the Executive Sous Chef and Chef de Partie, all estimates on current and daily requirements of the kitchen operation for food consumption based on the days events, menus, forecasts, external orders and ensures that there is an adequate supply of related food items for his required tasks at all times.

Be aware of all quantity and quality controls of all cuisine related items on both local and imported basis.

Maintain strict control of high cost items.

Fully understand the quality and presentation of all foods prepared in the kitchen, under direction of the Executive Sous Chef.

Endeavor continuously to utilize effective waste control methods and hygienic work habits.

Inspect the kitchen, food stores and equipment daily to ensure maximum sanitation, proper food storage techniques, rotation of food stuffs, and ensure immediate attention is brought to the Executive Sous Chef with respect to faulty and hazardous equipment and that safety equipment is maintained.

To make every effort to control and reduce costs.

Attend regular staff meetings to ensure constant communication throughout the kitchen.

To follow instructions and guidelines set forth by the Executive Sous Chef/Chef de Partie in regards to any alterations or changes made on the Cuisine.

Refer guests' comments that involved food production immediately to the Executive Sous Chef/Chef de Partie and take proper, prompt, corrective action, under direction of your supervisor.

To develop a working relationship within the hotel that will attain and maintain a high level of Employee moral.

To provide advice and inspiration to co-workers and colleagues that will aid themselves in the proper function of their respective positions

Conduct him/herself in a manner as to reflect the Poets Cove Resorts' standards and encourage all employees to do the same.

Ensure that a close relationship with all other kitchens by him/herself is consistent to ensure proper control and communication throughout the entire kitchen.

Maintain a close working relationship with employees of all other operating departments and their supervisors to improve the climate of cooperation for the overall improvement of the hotel.