

JOB DESCRIPTION

Position: HOTEL ASSISTANT CHEF

Location: Within the overseas programme as stated in your covering letter

Reports to: Hotel Head Chef

As Hotel Assistant Chef you will assist the Hotel Head Chef, with all aspects of operating the hotel kitchen, ensuring that the standards and quality of catering are maintained and operate within the set budgets.

Your responsibilities and duties:

Pre-season

- Attend the pre-season training course.
- Assist the Senior Management team with training the staff at the training venues.
- Assist with the cleaning and preparation of the hotel kitchen.
- Assist in the production of detailed inventories of the kitchen and store areas.
- Meet with local catering suppliers and confirm the arrangements for orders, deliveries and purchasing.
- Produce Health & Safety, Fire and Hygiene reports for the kitchen.

During the Season

Catering

- Assist with the preparation of all meals in accordance with the company's set menu, following the guidelines and policies regarding food service and preparation, working within Health and Food Hygiene regulations at all times.
- Prepare a continental buffet breakfast with a daily hot option.
- Prepare a cake for afternoon tea (not on day off).
- Prepare a selection of canapés for 7.30pm.
- Prepare a three course evening meal, as chosen daily by the guests, ready for 8pm.
- Prepare staff meals on a daily on a rota basis.
- Prepare lunch for the children in the Snow Club on a rota basis amongst all the kitchen staff. (Esprit)
- Prepare high tea for the children daily ensuring that it is ready for 5.30pm
- Source any additional supplies for any 'special dietary requirements' and ensure they are within the set budget.
- Ensure that all staff are provided with three adequate, balanced meals a day, seven days a week as stated in their terms and conditions.

Kitchen Operation

- Maintain a high standard of cleanliness and ensure that the kitchen and store areas are always clean and tidy.
- Adhere to company guidelines and procedure regarding cleaning standards and presentation.
- Prepare kitchen laundry for collection and receive new deliveries, mid-week and on 'change-over' day.
- Ensure that all rubbish is disposed of after every service in the correct manner.
- Perform a deep clean on 'change-over' day in preparation for new guests.
- Report any maintenance issue to the Hotel Manager.
- Assist with a complete accurate and thorough stock take weekly, ensuring that stock is rotated in the storage areas.
- Assist in any other hotel administration when required.
- Complete the necessary weekly Health & Safety, Hygiene, Food Samples and Fire Checks.
- Show due diligence at all times towards your guest's health and safety as well as your own and other staff members.

Delivery & Stock Control

- Assist with all catering deliveries for the hotel.

- Assist with the cross-checking of all deliveries with the orders and liaise with the supplier regarding missing or over-delivered items.
- Check the standard and quality of each order and reject any sub-standard items, ensuring that a replacement is ordered immediately and subsequently received.

Quality Control

- Observe the catering standards and quality control procedure.
- Keep wastage to a minimum.
- Monitor the quality of ingredients supplied and resolve any issues with suppliers.

Guest Relations

- Ensure that your guests feel comfortable in the restaurant and are able to seek your assistance with anything they may require.
- Deal with any issues quickly and effectively.
- Keep intrusion by noise, music or other staff to a minimum at all times.

Flexibility

- Assist with any other duties as requested by your Hotel Manager or other senior staff.
- When required assist with the transport of child care equipment and children to and from Snow Club/Ski Lessons. (Esprit)
- Attend weekly staff meetings.

Post-Season

- Assist with the cleaning and close down of the hotel kitchen.
- Assist with the production of detailed inventories of the kitchen and store areas and cross reference with those completed pre-season, detailing any breakages or damage.
- Ensure that all company property is correctly packed and stored.
- Ensure that all kitchen staff uniform is returned clean and inventoried.