



Apprentice chef job description

Job title: Apprentice chef

Department: Food service operations

Reporting to: head chef & catering manager

Responsible for: NIL

Prepared date: July 2018

Approved by: CEO

Job responsibilities and duties

Develop and bring to life Kembla Grange Racecourse's food service

- Implement Kembla Grange Racecourse's food service guidelines
- Competently organize food preparation as instructed
- Maintain fridges – keep clean, organized and products dated
- Maintain dry store area – keep clean, organized and clearly labelled
- Communicate with Chefs regarding stock
- Complete Apprentice Chef Course work as required
- Provide regular input on menu items, specials
- Be able to take direction when required from other Managers / Supervisors / Chefs
- Ensure all communications between bar and kitchen run smoothly and with respect
- Demonstrate a creative flair with food

Develop and implement Kembla Grange Racecourse's food safety program

- Preparation and service of food to Food Hygiene Standards
- Ensure proper stock rotation in all food storage areas
- Maintain all work areas in accordance with Food Hygiene Standards
- Maintain a regular cleaning schedule for kitchens and storage areas
- Manage delivery and storage of goods (heavy lifting involved)

Manage food service costs

- Ensure that all dishes are prepared to the correct recipe and quantity
- Record all wastage and breakages

Culture

- All staff are responsible for fostering positive culture towards workplace, business and fellow employees.



This position involves:

- Flexibility with your position (i.e. help in other departments when required)
- Flexibility with your roster
- Providing a high level of customer service
- Punctuality with a well groomed appearance at all times
- Dealing with customer questions and complaints where appropriate and in line with company policy
- Becoming familiar with Kembla Grange Racecourse, its services & events and being able to advise guests accordingly
- Reporting all accidents and hazards in your work area and complete all paperwork as required

SKILLS REQUIRED (includes but is not limited to)

- Demonstrate passion and imagination for food.
- Interest in local produce
- Demonstrate communication skills
- Ability to work well within a team
- Be able to take direction with speed and efficiency.
- Great attitude, honesty, loyalty and exceptional work ethic
- Proven ability to work alongside staff with respect and fairness
- Comply with all company policies and procedures

GENERAL DETAILS

Hours: The Apprentice Chef will be expected to work weekends (as per conditions set out in individual contract), and evenings as required.

Uniform: You will be required to maintain a clean, neat & professional appearance at all times. Kembla Grange Racecourse will supply you with a Chefs uniform. It is your responsibility to have it clean for each shift. black oil resistant closed in shoes/boots are to be worn. Hair is to be tied back and out of face. No jewellery, fake nails or facial piercings are allowed in the kitchen due to hygiene standards.

Name

Sign

Date