

Kitchen Wannee

Role and Task Descriptions

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Human Resources



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Year 1: Culinary Staff Member

The culinary or kitchen team members are essential to the daily operations of a restaurant or food establishment. They work under the supervision of the Executive Chef and Sous Chef, contributing to the overall success of the kitchen by performing various tasks related to food preparation, cooking and kitchen maintenance. The roles and tasks include:

1. Food Preparation:
 - a. Follow standardized recipes and guidelines for preparing ingredients.
 - b. Measure, chop and prepare vegetables, meats, and other food items as directed.
 - c. Assist with marinated, seasoning and preparing proteins.
2. Cooking and Assembly:
 - a. Operate kitchen equipment such as stoves, ovens, grills and fryers.
 - b. Execute basic cooking tasks, including sauteing, grilling, frying and baking.
 - c. Assemble and plate dishes according to established standards.
3. Cleaning and Sanitation:
 - a. Maintain a clean and organized work environment.
 - b. Wash, peel, and sanitize fruits and vegetables.
 - c. Clean and sanitize kitchen equipment, utensils, and workstations.
4. Stocking and Inventory:
 - a. Assist in receiving and storing deliveries of food and supplies.
 - b. Monitor and restock ingredients as needed during the shift.
 - c. Report any shortages or issues with inventory to supervisory staff.
5. Support for Chefs:
 - a. Assist the Sous Chef with various tasks.
 - b. Follow instructions and guidelines for specific recipes and preparation techniques.
 - c. Communicate effectively with chefs and other kitchen team members.
6. Compliance with Health and Safety Standards:
 - a. Adhere to health and safety regulations and guidelines.
 - b. Follow proper food handling, storage, and sanitation procedures.

- c. Report any safety concerns or incidents promptly.
- 7. Team Collaboration:
 - a. Work collaboratively with other kitchen staff members to ensure efficient operations.
 - b. Communicate effectively with colleagues to coordinate tasks and responsibilities.
 - c. Support a positive and respectful team environment.
- 8. Customer Service:
 - a. Collaborate with front-of-house staff to ensure timely and accurate service.
 - b. Pay attention to special dietary requests to customer preferences.
 - c. Contribute to a positive dining experience through the quality of food preparation.

Top characteristics for this role:

- Basic knowledge of food safety and sanitation practices.
- Ability to follow recipes and instructions accurately.
- Physical stamina and ability to work in a fast-paced environment.
- Team player with good communication skills.
- Willingness to learn and take on new tasks.

Related Learning Outcomes:

- Creates hospitable environment that guests and other stakeholders perceive as valuable safe and sustainable (LO1).
- Creates connections and build network that supports realizing organisational goals and affected communities (LO2).
- Makes well-founded decision that can be justified to stakeholders (LO3).
- Analyses guest and other stakeholders in a hospitality context anticipate effectively on their needs and interests (LO4)

Year 2: Sous Chef

The sous chef is the second-in-command in the kitchen, supporting the Executive Chef in managing day-to-day culinary operations. This role requires a combination of culinary expertise, leadership skills, and the ability to ensure smooth kitchen functioning. The Sous Chef plays a crucial role in maintaining high standards of food quality, kitchen efficiency, and team coordination. The roles and tasks include:

1. Kitchen Operations:
 - a. Oversee and coordinate daily kitchen activities, including food preparation, cooking, and plate presentation.
 - b. Ensure adherence to standardized recipes, portion control and quality standards set by the Executive Chef.
 - c. Assist in managing and organizing kitchen staff, assigning tasks, and monitoring performance.
2. Menu Execution:
 - a. Work closely with the Executive Chef in executing menu items with precision and consistency.
 - b. Train and guide kitchen staff on proper cooking techniques, presentation, and portion sizes.
 - c. Collaborate with the Executive Chef on menu development and adaptation to meet customer preferences.
3. Quality Control:
 - a. Conduct regular inspections of food preparation areas to ensure cleanliness and compliance with hygiene standards.
 - b. Assist in tasting and evaluating dishes to maintain high-quality standards.
 - c. Address and rectify any issues related to food quality, presentation, or kitchen practices.
4. Staff Training and Development:
 - a. Provide guidance and training to kitchen staff on culinary techniques, safety procedures, and sanitation standards.
 - b. Foster a positive and collaborative work environment, promoting teamwork and open communication.
 - c. Support and Executive Chef in conducting performance evaluations and identifying areas for improvements.
5. Inventory Management:
 - a. Assist in monitoring and managing kitchen inventory, including ordering and receiving supplies.

- b. Implement strategies to minimize food waste and control costs.
 - c. Collaborate with the Executive Chef in negotiating with suppliers for favourable pricing and quality ingredients.
- 6. Healthy and Safety Compliance:
 - a. Ensure the kitchen complies with health and safety regulation and sanitation standards
 - b. Implement and enforce proper food handling, storage, and hygiene practices.
 - c. Address any health department violations promptly and effectively.
- 7. Collaboration with Kitchen and Front-of-House Teams:
 - a. Foster communication and collaboration between kitchen, restaurant and other front-of-house staff.
 - b. Coordinate with servers and other staff to ensure efficient and timely service.
 - c. Address any issues or discrepancies between kitchen and front-of-house operations.
- 8. Leadership and Delegation:
 - a. Assume leadership in the absence of the Executive Chef and delegate responsibilities accordingly.
 - b. Supervise and motivate kitchen staff, promoting a positive and productive work environment.
 - c. Effectively communicate expectations and standards to the team.

Top characteristics for this role:

- Strong culinary skills and knowledge of kitchen operations.
- Excellent leadership and communication skills.
- Ability to work in a fast-paced environment and handle pressure.
- Knowledge of health and safety regulations and compliance.

Related Learning Outcomes:

- Building a Professional Network (LO2)
- Sustaining a Professional Network (LO2)
- Creating valuable solutions for the hospitality industry (LO5)
- Implementing and evaluating innovative solutions for the hospitality industry (LO5)
- Tactical Leadership (LO6)
- Strategic Leadership (LO6)

Year 3: Executive Chef

The Executive Chef is the culinary leader responsible for the overall kitchen operation, menu planning, and food quality in the restaurant. This role demands a combination of creativity, leadership, and managerial skills to ensure the kitchen functions efficiently and produces high-quality dishes. The roles and tasks include:

1. Staff Leadership:
 - a. Lead and motivate the kitchen team, fostering a positive and collaborative work environment.
 - b. Conduct regular training sessions to enhance skills and ensure adherence to safety and hygiene standards.
 - c. Schedule and organise staff shifts, ensuring adequate coverage during peak times.
2. Cost Control:
 - a. Manage kitchen expenses, including food and labour costs, to meet budgetary goals.
 - b. Implement strategies to minimize food waste and optimize inventory control.
 - c. Negotiate with suppliers to secure favourable pricing and quality ingredients.
3. Quality Control:
 - a. Maintain high standards of food quality, taste, and presentation.
 - b. Conduct regular food tastings and inspections to ensure consistency and adherence to recipes.
 - c. Address and resolve any issues related to food quality or kitchen practices.
4. Innovation and Trends:
 - a. Stay informed about culinary trends, techniques, and industry developments.
 - b. Integrate innovative cooking methods and new ingredients to keep the menu fresh and exciting.
 - c. Attend industry events and participate in professional development activities.
5. Kitchen Management:
 - a. Oversee day-to-day kitchen operations, including food preparation, cooking and presentation.
 - b. Implement and maintain standardized recipes and portion control to ensure consistency.
 - c. Monitor and manage kitchen staff, providing guidance, training, and performance evaluations.
6. Healthy and Safety Compliance:

- a. Ensure compliance with health and safety regulations and maintain a clean and organized kitchen.
 - b. Implement and enforce food safety standards, including proper storage, handling, and sanitation practices.
 - c. Address and rectify any health department violations promptly.
7. Collaboration with Management:
 - a. Collaborate with restaurant management on business strategies, promotions, and special events.
 - b. Provide input on kitchen layout, equipment upgrades and other operational improvements.
 - c. Contribute to the development of marketing strategies to promote the culinary offerings.
8. Menu Development:
 - a. Create and update menus, considering market trends, seasonal availability, and customer preferences.
 - b. Design and innovate dishes, maintaining a balance between creativity and profitability.
 - c. Ensure menu items meets quality standards and are cost-effective.

Top characteristics for this role:

- Strong knowledge of culinary trends, techniques, and ingredients.
- Excellent leadership and communication skills.
- Ability to work under pressure and adapt to changing priorities.
- Knowledge of health and safety regulations and compliance.

Related Learning Outcomes:

- Reflecting on personal sustainable mindset (LO7)
- Reflecting on professional sustainable mindset (LO7)
- Global citizenship – adapt own contribution effectively (LO8)
- Understanding professional behaviour (LO9)
- Solving professional and ethical issues (LO9)
- Strategic Business Improvement (LO1)
- Sustaining a professional network (LO2)
- Strategic Decision Making (LO3)
- Strategic Forecasting (LO4)
- Implementing and evaluating (LO5)
- Strategic Leadership (LO6)

