

POSITION DESCRIPTION

DATE: JANUARY 2020

POSITION TITLE: Chef
Department: CAP Catering Services
Location: Genesee

PURPOSE:

To prepare food for events according to client needs. Have the ability to work under pressure to ensure that appetizers, entrees, and desserts arrive on time.

MAJOR RESPONSIBILITIES:

- Read and prepare meals according to menu provided
- Maintain a sanitary and pleasant atmosphere in the kitchen.
- Prepare and cook meals, sanitize counters and work stations.
- Responsible for inspecting dates on all food items before use or serving.
- Responsible for insuring food items are served at the correct temperatures and ensure temperatures are recorded.
- Sign, create and submit menus for special events both large and small, and organize all items needed for delivery and meal preparation.
- Ensure that all menu items meet the expectation of the customer
- Finalize menu items and head counts before the event to guarantee your team is prepared for the job.
- Transport food and other items needed to serve food during an event to ensure that all catering jobs move smoothly and efficiently.
- Organize the serving of the food after it is prepared in order to keep guests from getting hungry or too full all at once.
- Assist with clean up after an event to guarantee that no items are left behind
- Manage other individuals, including caterers and servers, to keep the flow in the kitchen moving smoothly

EDUCATION AND EXPERIENCE REQUIREMENT:

- Must have a high school diploma or GED
- Cooking experience required
- Kitchen experience required
- Food Sanitation License required
- Must be able to work in a standing position for several hours at a time
- Must be a team player willing to help where needed
- Willingness to travel to different places for events