

LINE COOK

POSITION DESCRIPTION

POSITION SUMMARY:

Contributes to the efficient and profitable operation of the kitchen while maintaining The Meat & Wine Co. ("the Company") reputation and culture. Further to this responsibility, a Line Cook is responsible for maintaining a high standard of food and health and safety.

POSITION DIMENSION:

Reports to: Head Chef, Assistant Kitchen Manager

Direct Reports: N/A

JOB TASKS:

The delivery of:

- A superior level of product standards to ensure the ultimate level of customer satisfaction (i.e. quality product, customer feedback, guest satisfaction, store ambience).
- Daily kitchen operations as outlined by Company policies and standards (i.e. checklists, cleaning rosters).
- The positive interaction with both fellow staff members and guests to create a harmonious work environment as outlined by Company policies and standards.
- The effective execution of cost reduction techniques to assist the restaurant with profitability.
- Work/Occupational Health and Safety requirements including kitchen cleanliness and staff/customer safety.
- Any other relevant duties as directed by management.

MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:

Key Objective: To contribute to the effective management of the kitchen to meet Company objectives and key performance indicators.

Kitchen Operations

To ensure that:

- Kitchen opening, closing and service procedures are executed consistently and correctly
- Stakeholder (i.e. customers, suppliers and staff) feedback is responded to immediately and constructively
- All kitchen product adheres to Company specifications and standards
- Marketing and retail promotions and programs are effectively executed
- Work/Occupational Health and Safety procedures are complied with to reduce compensation and general liability claims
- All fire or evacuation drills are managed and executed including the complete familiarisation with all exits normally used by customers, as well as fire escapes
- All kitchen equipment and utensils are maintained through following cleaning procedures and any damage is reported to management
- Assigned area cleanliness and organisation is of the highest standard
- Cook food as per company standards

Staff

- Feedback regarding strengths, weaknesses and conflict is actively given, received, accepted and actioned
- Behaviour is consistent with Company values (please see attached document)

Profit

To ensure that:

- Profit opportunities are identified and reported to management
- Wastage is at a consistently low level and documented accordingly
- Shrinkage/Breakages are at a consistently low level and documented accordingly
- Cost of Goods is kept at a consistently low level

Management of Kitchen Administration

To ensure that:

- All section checklists are completed and evolved

- Acceptable use of internet and emails as per Company policies and procedures
- Staff meetings and training courses are attended

ESSENTIAL SKILLS, QUALIFICATIONS AND KNOWLEDGE:

Skills and Knowledge

- Food composition is thoroughly understood
- Excellent personal hygiene and presentation

ATTRIBUTES:

Refer to the attached document outlining Company values.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Some physical activity is required including bending and lifting
- Rostering will be rotated and includes nights and weekends

Employee Acceptance

I, _____ have read and understood the key areas of responsibility as outlined in my job description.

Signature:

Date: