

KITCHEN COOK

OVERVIEW OF JOB

WHO

A love of cooking and ability to function under pressure are required. Cooperative nature and willingness to do whatever is needed to get the job done.

WHAT

General duties:

1. Food Inventory
2. Food Order completed from Inventory
3. Train new staff
4. Cooking line set up, changing food, set up of hors d'oeuvres and desserts if required
5. Assign jobs to prep/dishwashers
6. Follow up with cleaning checklists to make sure all items have been completed before leaving
7. Make changes on database as needed to adjust ordering and prep amounts

WHEN

- Cooks generally arrive 3 hours prior to event and finish 3 hours after event.
- In general, the shifts are 5-6 hours

WHERE

- Wellers main kitchen

HOW

- An order sheet can be printed weekly from the database for upcoming week. This needs to be completed at the end of the night the last working night of the weekend.
- A prep sheet can be printed from the database on the last day of the weekend and posted for the following week.
- All orders can be downloaded from database for the day, week, month etc so you can look ahead to see if there are any special order items
- Your basic cooking instincts.
- Organization of jobs and kitchen
- Ability to stay focused using common sense.
- Ability to get along and work as a team and create good morale with staff.
- Positive attitude in general while working.
- Ability to motivate others

STAFF MEETINGS

- You will conduct opening & closing meetings with your staff to go over what needs to be done, delegation of jobs

HOW THEY ARE PAID

- After training period, if a cook can run the party without Wendy or Andreea, i.e. is fully functional and can oversee the clean-up, inventory and order sheet, the pay will be changed from an hourly rate to hourly + percentage of the service charge.