



## **Job Description**

**Job Title:** Breakfast Chef  
**Department:** Kitchen  
**Responsible To:** Head/Sous Chef

### **Job Summary:**

Your role is to achieve the highest standards of food production by preparing plated breakfast's for visitors and guests and assist with the production of conference lunches, and staff lunch.

You will contribute to the achievement of Gross Profit targets, maintain a safe and hygienic kitchen environment, work effectively with other colleagues, kitchen and other departments, and provide effective internal service.

### **Main Duties & Responsibilities:**

- 1) To apply what has been learned with good effect for the benefit of our customers.
- 2) To maintain and achieve a high standard of food quality, preparation and production, with a fast, efficient service.
- 3) To ensure that all buffets are stocked appropriately (when it's a Buffet service)
- 4) To ensure that food wastage is kept to a minimum
- 5) To assist in the production of Conference & events catering, lunch prep and staff food.
- 6) To assist in achieving food costs, kitchen standards and overall objectives.
- 7) To keep a high standard of personal hygiene, clean uniform and maintain effective team working with others.
- 8) To keep high standard of cleanliness on any section where employed also to assist in any job contributing to maintaining hygiene standards, food safety and quality outputs.
- 9) To have full knowledge and be able to act upon the fire procedures and evacuation policy as set in the Club/Hotel during your induction.
- 10) To be aware of the Health and Safety, hygiene and Fire regulations and comply with all instructions and safe systems of work including safe control and use of chemicals used here.
- 11) Attend briefing for special functions if required to do so.



- 12) Assist in maintaining the cleanliness, stock control, organisation and standards of any section.
- 13) Provide updates to senior colleagues on needs and ordering requirements.
- 14) Take part in any training required and maintain own logbook/training records and associated information e.g. NVQ evidence.
- 15) Keep recipe folders in good order and up to date if and when necessary.
- 16) Help to prevent waste of food of any kind and over-production to mis-en-place.
- 17) Help to minimise the consumption of gas, electricity and water.
- 18) Ensure good staff communications and relations.
- 19) Contribute to helping other staff acquire menu knowledge to assist in "Upselling".
- 20) Ensure good kitchen security.
- 21) Compliance with all Club, Hotel and Leaderboard policies and procedures and legal requirements e.g. health & safety, hygiene, fire prevention, employment law, etc.
- 22) To undertake any other duty and responsibility considered to be consistent with the role.

**This list of duties is not exhaustive, nor is it intended to be, and duties are not listed in any order of priority.**

I have read and agree to the responsibilities and duties set out in the above Job Description for the position of **Breakfast Chef** and I agree to keep this job description updated at all times in accordance with the duties which are incumbent upon me.

Name

(PLEASE PRINT):

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Signature:

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Date:

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