

JOB DESCRIPTION

Position: Culinary Food and Beverage Management Internship

Department: Kitchen

Reports To: Executive Chef and Sous Chef

FLSA Status: Exempt

Date Prepared: January 2019

Job Summary: Assists the Executive Chef to supervise the preparation and cooking of food by cooks and other kitchen employees, sees that the food is properly and accurately cooked, inspects portioning and garnishing of foods. Assists in food cost and inventory procedures. Assists in the cooking of food for Club banquets or other special occasions related to the snack bar and Halfway house. Inspires strong sense of purpose to Snack Bar Employees

Duties/Responsibilities:

- Assist the Executive Chef in training new Snack Bar and Halfway House personnel
- Responsible for directing and motivating Snack Bar and Halfway House employees
- Consults with Executive Chef concerning the day's menus; and instructs cooks on how meats and other dishes are to be cut and cooked
- Assists Executive Chef with menu planning and troubleshooting
- Check sizes of portions and methods of preparation, cooking and garnishing of foods; gives instructions and criticism when necessary, sees that food is cooked as ordered
- Assist in cooking and waiting on guests during rush periods
- Review daily prep and wait station side work, assigns prep and side work on a daily, hourly, and up to the minute basis
- Responsible for all stock pulls and rotation
- Assists Executive Chef and Sous Chef in hiring and disciplinary proceedings of Snack Bar and Halfway house employees
- Responsible for the set up and execution of all orders from Snack Bar and Halfway House
- Responsible for the cleanliness and sanitation of all snack bar and halfway house areas
- Responsible for maintaining clean and organized walk-in coolers and freezers. This may be done by delegating this job to other Snack Bar employees or by working hands on with these employees to carry out this task
- Responsible for seeing that the walk in cooler is kept clean and organized at all times, including that all items are stored correctly and properly covered
- Responsible for the end of the month inventory in the Snack Bar and Halfway House
- Assumes complete charge of the Snack Bar and Halfway House in absence of Executive Chef and Sous Chef
- Performs other duties as prescribed by the Chef

(continued)

Qualifications/Requirements:

- 5 Years Kitchen Experience and/or Guest Relations and Services Experience
- Current Student in a Culinary Program
- Must have a state sanitation for food service
- Must be able to stand for long periods of time
- Must be able to lift up to 50 pounds

Supervises: Snack Bar Attendants, Pool Waitstaff, Halfway House Attendants

I have received a copy of my job description and understand my responsibilities:

Signature

Date