



THE ELS CLUB
TELUK DATAI

Position: Chef De Party
Department: Food and Beverage Kitchen
Reports to: Head Chef or Other Department Manager or Director

General Purpose:

Assists in the direct supervision of culinary staff, food production, scheduling, training, maintaining quality standards and food cost control so as to create quality food products.

Essential Duties:

- ◆ Oversees and manages food preparation for a specific area of the kitchen (i.e. restaurant line, banquets, shifts). Supervises and ensures production of consistently high quality food.
- ◆ Adheres to established control procedures for cost and quality such as food production charts, par inventories, standardized recipes, use records, food costing sheets, etc. Ensures that all recipes are followed and prepared on a consistent basis.
- ◆ Monitors and checks the maintenance of all kitchen equipment daily.
- ◆ Maintains and directs a quality sanitation program.
- ◆ Maintains and implements daily food prep lists.
- ◆ Assists Head Chef with the ordering of all food products.
- ◆ Assigns duties to associates for efficient operation of the kitchen.
- ◆ Maintains and evaluates existing food concepts. Assists in the development of new food concepts.
- ◆ Assists in the achievement of budgetary objectives for the Food and Beverage Department.
- ◆ Process requisitions for supplies quickly and accurately.
- ◆ Trains and supervises associates in the proper preparation of menu items and operation of equipment. Assists in developing ongoing training programs.
- ◆ Ensures proper receiving, storage (including temperature setting) and rotations of food products so as to comply with health department regulations.
- ◆ Assists the Manager in interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates: addressing complaints and resolving problems.
- ◆ Assists in the management of department members that may include, but is not limited to: Cooks, Stewards.
- ◆ Regular and reliable attendance.
- ◆ Incorporates safe work practices in job performance.

Jawatan: Chef De Party



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Jabatan: Dapur Makanan dan Minuman

Laporan kepada: Ketua Chef atau Pengurus atau Pengarah Jabatan Lain

Tujuan am: Membantu pengawasan langsung staf kuliner, produksi makanan, penjadualan, latihan, menjaga standard kualiti dan pengendalian kos makanan sehingga dapat menghasilkan produk makanan yang berkualiti.

Tugas Penting:

- Mengawasi dan menguruskan penyediaan makanan untuk kawasan dapur tertentu (iaitu barisan restoran, jamuan makan, shift). Menyelia dan memastikan pengeluaran makanan berkualiti tinggi secara konsisten.
- Mematuhi prosedur kawalan yang ditetapkan untuk kos dan kualiti seperti carta pengeluaran makanan, inventori setara, resipi piawai, rekod penggunaan, lembaran kos makanan, dan lain-lain. Memastikan semua resipi diikuti dan disiapkan secara konsisten.
- Memantau dan memeriksa penyelenggaraan semua peralatan dapur setiap hari.
- Memelihara dan mengarahkan program sanitasi yang berkualiti.
- Menyelenggara dan melaksanakan senarai persediaan makanan harian.
- Membantu Ketua Chef dengan membuat pesanan semua produk makanan.
- Menugaskan tugas kepada rakan sekerja untuk operasi dapur yang cekap.
- Mengekalkan dan menilai konsep makanan yang ada. Membantu pengembangan konsep makanan baru.
- Membantu pencapaian objektif belanjawan untuk Jabatan Makanan dan Minuman.
- Memproses permintaan bekalan dengan cepat dan tepat.
- Melatih dan mengawasi rakan sekerja dalam penyediaan item menu dan operasi peralatan yang betul. Membantu mengembangkan program latihan yang berterusan.
- Memastikan penerimaan, penyimpanan (termasuk pengaturan suhu) dan putaran produk makanan yang tepat agar sesuai dengan peraturan departemen kesihatan.