

## JOB DESCRIPTION

<b>Title</b>	Commi 1 (Cook)
<b>Department</b>	Business Investment and Commercial Service
<b>Reports to</b>	Head Chef/Sous chef
<b>Location/Campus</b>	Panatina & Kukum Campus

### Summary

*The position is to assist the cook and will train and manage kitchen personnel and supervise/coordinate all related culinary activities. Commi1 may assist by the Head chef and sous chef to oversee special catering events and may also offer culinary instruction and/or demonstrate culinary techniques.*

### Main Duties and responsibilities.

	<ul style="list-style-type: none"> <li>• Make sure all the food prep done before cooking time.</li> <li>• Must familiar with the menu design on each meal time (breakfast, lunch and dinner)</li> <li>• Manage and implement the university Food Safety, plan, including the cleaning Plan.</li> <li>• Controls wastage and monitoring food pre according to their Menu plan.</li> <li>• Overseeing other serves and kitchen hand staff.</li> <li>• Monitoring prep work, and time managements.</li> <li>• ensuring impeccable presentation and garnishing</li> <li>• must have food provisions, by their method of cooking types.</li> <li>• Must have knowledges cooking method and have confidents on this.</li> </ul>
<b>Quality Assurance and Custom Satisfaction</b>	<ul style="list-style-type: none"> <li>• Implement and ensure the company Health &amp; Safety Policy is met at all times, this includes the training of all kitchen staff.</li> <li>• Comply &amp; implement all Health and Safety and Food Hygiene requirements.</li> <li>• Ensure temperature records and food labelling are maintained and up to date</li> <li>• Ensure the kitchen is clean and hygienic, making sure cleaning rosters are adhered to and records kept</li> <li>• Ensure the kitchen runs smoothly on a daily basis &amp; is adequately stocked with all necessary goods.</li> <li>• Promote a positive perception of the company at all times both internally &amp; externally</li> <li>• Ensure the all the allocated must be done with the short-term period contract</li> </ul>
<b>People Management and team work</b>	<ul style="list-style-type: none"> <li>• Identify recruitment needs and agree action plan in a timely manner</li> <li>• Identify training needs and deliver training to all kitchen staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in the setup, update &amp; completion of all staff personnel files within the time frames, ensuring terms and conditions and employee handbooks are signed and filed.</li> <li>• Deal with day-to-day personnel queries.</li> <li>• Leads by example, setting the pace and standards.</li> <li>• Praise and recognize good performance.</li> <li>• Deal with poor performance through informal reprimands and where necessary the company disciplinary procedure</li> </ul>
--	---

### Dimensions

<b><i>Problem solving and impact</i></b>	<ul style="list-style-type: none"> <li>• To assist in resolving problems affecting the management of day to day business in accordance with SINU regulations.</li> <li>• To assist in decision making regarding the operational aspects Administration and Human Resource Management within the Division</li> <li>• To contribute to decisions, that has an impact on kitchen foods</li> <li>• To provide advice on strategic issues such as the balance of student recruitment, staff appointments and student and other performance matters.</li> </ul>
<b><i>Resource management</i></b>	<ul style="list-style-type: none"> <li>• To contribute to the overall management of the department in areas such as resource requirements and management, budget management and business planning.</li> <li>• To participate in departmental level strategic planning</li> <li>• To contribute to the management of quality, audit and other external assessments.</li> <li>• Carry out Quality Assurance, Audit and Self-Assessment procedures in line with the SINU's and the Maritime School Quality Policies.</li> </ul>
<b><i>Working Environment</i></b>	<ul style="list-style-type: none"> <li>• To skillfully work cross divisions and catering teams in the resolution of issues.</li> <li>• To take responsibility for conducting risk assessments and reducing workplace hazards</li> <li>• To engage in continuous professional development.</li> <li>• To understand and apply the principles of equality of opportunity in a catering context</li> </ul>
<b><i>Decision making authority</i></b>	<ul style="list-style-type: none"> <li>• Assist in provision of advice to kitchen staff</li> <li>• Oversee staff daily work</li> <li>• Determine catering menus and determine resource requirements for delivering on it.</li> </ul>

### General Responsibilities

	<ul style="list-style-type: none"> <li>• To adhere to the University Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for your own health and safety and that of your University</li> <li>• To undertake other such other duties as may be reasonably expected.</li> <li>• To provide a healthy and comfortable working environment</li> <li>• To present the university in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the university and relevant maritime agencies.</li> </ul>
--	--

### Qualifications required

- The ideal candidates will possess a degree in culinary or hotel management or certificate 111 in commercial cookery or formal training program in cookery.

### Experience

#### ***Essential to the position***

- Previous experience with control food and labor cost, demonstration cooking, menu development, and pricing and development of culinary team preferred.
- Prior experience in managing and developing a team
- Have practical and theoretical knowledge of a working kitchen.
- Have a high level of written and spoken English.
- Possess a demonstrated knowledge of chef
- Be prepared to participate in all ongoing in-service training and refresher training activities.
- Must possess Commercial Cookery Certificate III trade qualification.
- Ability to prepare a wide variety of Western Style cuisine and Local dishes.
- Minimum work experience 3 years.

### Terms and Conditions

The position is for one month contract under part time employment contract. Remunerations and benefits will be according to SINU part time Salary level under the support service stream.