

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Kitchen Assistant – I.E.L.	Direct Reports:	Chef Supervisor–I.E.L.
Reports to:	Chef Supervisor – I.E.L.	Internal Contacts:	Manager – HIA
Department:	Airports	External Contacts:	Passengers/Lounge membership holders

JOB SUMMARY:

Assist with all kitchen functions including but not limited to food purchasing, preparation, and maintenance of quality standards; sanitation and cleanliness; cooking, plate presentation, portion and cost control.

DUTIES AND RESPONSIBILITIES

1. Assist the Chef Supervisor to ensure that all food and products are consistently prepared and served according to the facilities recipes, portioning, cooking and serving standards.
2. Prepares a variety of meats, seafood, poultry, vegetables and other food items for cooking in ovens.
3. Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies, and procedures.
4. Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.
5. Maintains a clean and sanitary work station area including all kitchen equipment.
6. Prepares item for broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating.
7. Assists in handling, storing and rotating all products properly.
8. Assists in food prep assignments during off-peak periods as needed.
9. Closes the kitchen properly and follows the closing checklist for kitchen stations. Assists others in closing the kitchen.
10. Attends all scheduled employee meetings and brings suggestions for improvement.
11. Assists in the preparation all required paperwork, including forms, reports, and schedules in an organised and timely manner.
12. Assists in ensuring that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the Food Service Area preventative maintenance programs.
13. Assists in controlling food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes, and waste control procedures.
14. Be knowledgeable of facilities policies and the Standard Operating Procedures (SOP) for the Iyanola Executive Lounge (IEL).
15. Assists in maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods other equipment, and food storage areas.
16. Check and maintain proper food holding and refrigeration temperature control points.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Secondary School Certificate (CXC passes including English, Mathematics, and Food & Nutrition).
- At least 2 years' experience in varied kitchen positions.
- Must be able to communicate clearly with supervisors, kitchen staff and dining room personnel and guests.
- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Be able to work in a standing position for long periods of time (up to 9 hours).
- The holder of a valid health card.
- Excellent interpersonal, communication skills.
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening Skills.
- Ability to work on a shift basis

FAVORABLE ATTRIBUTES

- Function within a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____