

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Chef Supervisor — Iyanola Lounge (IL)	Direct Reports:	Bartender, Kitchen Assistants (5), Janitor
Reports to:	Manager—Iyanola Lounge	Internal Contacts:	Airport Management, Supervisor - Customer Service Representative, Finance and Accounts, Engineering, Port Police, Administration
Department:	Marketing Business Development and Customer Care (MBDCC)	External Contacts:	Internal & External Auditors, Suppliers, Public and Private agencies
Classification	Grade 6	Revised	June 20, 2024

JOB SUMMARY:

The job holder is directly responsible for all kitchen and bar functions including food purchases, preparation, and maintenance of quality standards; sanitation and cleanliness; cost control measures, procurement and training of employees in all methods of food and beverage, preparation and service.

DUTIES AND RESPONSIBILITIES

1. Ensures that all food and products are consistently prepared and served according to the Lounge's recipes, portioning, cooking and serving standards.
2. Assumes 100% responsibility for the quality of products served.
3. Complies consistently with standard cooking methods, quality standards, kitchen rules, policies, and procedures.
4. Stocks and maintains sufficient levels of food products at line stations to ensure a smooth service period.
5. Maintains a clean and sanitary work station area including all kitchen and bar equipment.
6. Handles, stores and rotates all stock in accordance with SOPs
7. Purchases stock and obtains quotation for equipment in accordance with SOPs
8. Prepares and serves food during operations in accordance with SOPs
9. Ensures adherence to the opening and closing policy
10. Makes recommendations to the Supervisor for employment and participates in interviewing.
11. Prepares all required paperwork, including forms, reports, and work schedules
12. Ensures 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. Controls food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes, and waste control procedures.
14. Conducts performance objectives, mid year check-in sessions and annual performance assessments for all direct reports
15. Ensures that all products are received in the correct unit, count and condition and deliveries are performed in accordance with the Finance and Accounts policies and procedures
16. Administers prompt, fair and consistent corrective action for any and all violations of company policies, rules, and procedures.
17. Oversees the training of new employees and existing food and beverage personnel in the safe operation of all kitchen equipment and utensils.
17. Maintains appropriate cleaning schedules for kitchen floors, mats, walls, hoods other equipment, and food storage areas.
18. Maintains HACCP standards for Critical Control Points (CCP) in food holding and refrigeration temperature control points.
19. Interacts with guests, makes them feel welcome and ensures their customer service needs are met.
20. Performs any other related duties as assigned by the Supervisor from time to time

QUALIFICATIONS

- Associate Degree/Diploma in Culinary Arts/Certificate in Culinary Arts or related field plus three (3) years' relevant working experience;
- Possess a valid health card.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a high level of confidentiality, competency and professionalism at all times
- Excellent interpersonal and communication skills.
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Active listening Skills and attention to detail.
- Function within a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.

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 : _____