

# **THE GEORGIAN PEAKS CLUB**

## **KITCHEN HELPER JOB DESCRIPTION**

**Date Reviewed:                      October 2016**

### **BASIC FUNCTION**

Ensure the proper cleaning and maintenance of dishes, cutlery and cook wear. Assist with food preparation to provide a quality product and friendly fast service to Members, Guests and Staff.

### **MAJOR ACTIVITIES/TIME**

1. Ensure that preparation of all food products is of the highest standards and that service of product is fast and efficient and in accordance with portion control guidelines. Ensure that food products are prepared and maintained at the appropriate temperatures and stored in accordance with Club and Health Board standards. Ensure that dated products are properly rotated. 50%
  
2. Ensure that all dishes, cutlery and cook wear are of the highest standard of Cleanliness and that all F&B units are adequately stocked. 40%
  
3. React to Member, Guest and Co-Workers needs in a responsible and diplomatic manner. 5%
  
4. Ensure that all equipment is operating properly and operated only by those Individuals who have been properly trained. Report any problems to Chef. 5%

### **RELATIONSHIPS**

In order to perform this job effectively, the Kitchen Helper must be in contact with Kitchen Staff, Foodline Servers, Chef and Management.

## **KNOWLEDGE & EDUCATION**

Basic culinary knowledge of commercial kitchen equipment and dishwashing equipment and procedures. Must be able to multi-task and work under pressure. Food handling safety course required.

### **DAILY DUTIES**

- Be ready to start work at time scheduled, not later.
- Punch in on timeclock and attach punchcard to timecard
- Turn on dishwashers
- Check with Chef for daily instructions, daily specials, etc.
- Help with breakfast and lunch preparations
- Prepare for lunch (slice meats, prepare tuna & egg salads, garnishes, salad ingredients, etc)
- Prepare for any daily functions
- Keep up with incoming dishes and ensure kitchen area has necessary supply of clean pots and utensils
- Assist with lunch service as required
- Maintain a clean work area.
- Report any problems with equipment to Chef or Management. Do not attempt to repair it yourself. All service to equipment should be done by qualified staff only.
- Do not change any chemicals in the dishwasher without proper knowledge; some chemicals require personal protection equipment & should be done by qualified staff.
- Sweep and mop kitchen floor at end of shift
- At the end of the shift, all appliances and machinery should be turned off.
- Offer assistance to any other Team Members who could benefit from your assistance, particularly in the main kitchen, where they may need help cleaning up or closing.
- Complete your timecard and let Chef know that you are leaving.