

Key Responsibilities:

- Achieve through training the production and service of the light meals menu to the standard set by the Head Chef.
- To follow all Health & Safety at Work & Food Hygiene Regulations.

Key Tasks:**Preparation:**

- Preparing of food for the light menu to the required standard
- Date labelling and storage of light menu items
- Ensuring rotation of stock is carried out
- Ensure that all equipment is ready for daily service at least 15 minutes before commencement of service
- Notify the Head Cook of any food shortages
- Make sure at the end of service that all food is correctly stored labelled and covered
- Assist when necessary with the preparation of food items for all other Club dining events

Cooking:

- Production and serving of menu items
- Accurately producing orders
- Ensure dishes are despatched within the time frame set by the Head Chef
- Ensure staff menu is ready by 11.45am and that all is presented to the standard set by the Head Chef
- Assist in serving Members/guests hot and cold buffets and Members/guests plated dining events

Health & Hygiene Compliance:

- Cleaning of equipment after use to the required standard
- To operate all kitchen equipment in a safe and proper manner as shown
- To be aware of Health & Safety at Work and Hygiene regulations and report any irregularities to the Head Chef/Head Cook
- To practise good personal hygiene and cleanliness and comply with the Club's Policy
- To ensure personal protective equipment and uniforms are maintained to the standard required
- To maintain a high level of personal appearance
- To adhere to the Fire Procedures as laid down by the Club
- To carry out any reasonable tasks set by the Head Chef, Head Cook Chef de Partie, General manager or Secretary

Training & Policy:

- To attend relevant training
- To ensure good working relationships with kitchen personnel and with all other departments
- To implement daily work programmes as devised and instructed by the Head Chef
- To participate in regular Personal Performance Reviews according to the policy of the Club
- Identify a programme of personal training and development
- To support and promote all environmental policies and recycling of materials

Liaison:

- General Manager in respect of all aspects of the daily operation of the Club and courses
- General Manager in respect of all health and safety policy matters
- Golf Reservations Manager regarding a weekly schedule of groups, competitions and event
- Head Chef regarding all aspects of staff meals and kitchen cleaning
- Restaurants Manager in respect of Dining & service
- Bars Manager in respect of bar menu & service
- P.A. to the Secretary regarding any HR matters

Personal Profile:**Qualifications:**

To have or attain basic food certificate, i.e. NVQ 1&2 or equivalent

Experience:

Minimum of 2 years catering experience

Personal:

Able to communicate with all team members, Members and guests