

LINE COOK/APPRENTICE COOKS: JOB DESCRIPTION & EMPLOYMENT AGREEMENT

SCOPE: Perform necessary duties required to prepare food ingredients for the production and execution of the breakfast, lunch and dinner menus. In a timely fashion always meeting or exceeding the standards of Gabrielle's Bistro.

IMMEDIATE SUPERVISOR: Chef/Manager/Sous Chef or Chef de Partie in their absence

Assist in the following duties:

- Make sure there is ample supply of all ingredients to produce lunch & dinner menus and dessert production without over ordering (Always maintaining acceptable inventory levels)
- When any products that are necessary for the daily operation (food, chemicals or paper products) are getting low & need to be ordered notify the Chef/Manager by listing them on the order board.
- Inform the Chef/Manager of the status of any specialty products that are low in inventory
- Inform the Chef/Manager of the status of any products that are temporarily unavailable from the supplier and are deemed necessary for daily production
- When accepting/signing for food deliveries make sure that proper numbers of items are there & they are in good condition

General Responsibilities:

- To know and understand all culinary terminology used in a commercial kitchen and to recognize appropriate cooking methods for each dish
- To become familiar with the mechanical equipment used in the everyday operation of the kitchen and proper maintenance of this equipment
- To ensure personal hygiene standards are meticulously maintained at all times and that all sanitary codes and practices are adhered to
- To promote a free flow of open, healthy communication between colleagues in the workplace
- Make sure that all food and non-food items are properly unpacked and stored in a timely fashion and perishable foods are properly rotated, first in first out, this should apply to all products
- Make sure that the proper levels of mis-en-place are ready prior to service and that all food products are in good servable condition
- All recipes in the cooking manual are to be followed exactly

- All portions and ingredients in the menu production guide are to be followed exactly
- Assist in the preparation & creation of daily or evening specials & soup, these must be planned with the Chef/Manager the day before (always meeting or exceeding the standards of Gabrielle's Bistro)
- Explain in detail to the waitstaff the daily or evening specials and soup of the day, plus tell them if we are low or out of any products
- The prep list must be used as a daily guide for food production, the prep list must be filled out in detail at the end of every shift including prep that is necessary for the production of the next days soup and specials
- All prepared products are properly labelled and dated when stored, rotated if necessary
- Assist in the direction of subordinates in the kitchen during your shift. You must give them direction by way of delegation and monitor their work for quality, consistency and production levels. Communicate the need for discipline to the senior kitchen staff and the Chef/Manager
- Review daily specials, soups and back up soups, prep list and any pertinent information at the end of your shift with the incoming cook - at night leave a note on the prep list for the morning person
- Assist in pastry production and be responsible for keeping an adequate number of desserts prepared for the show case

CLEANING:

- Follow the daily cleaning duty list exactly, check off items that have been done and initial complete list before leaving at the end of your shift
- The walk-in fridge, line fridges and freezers are to be clean and tidy at all times
- The floor is to be swept and all pots, pans and dishes are to be cleaned and put away before leaving
- All shelves in the kitchen and storage areas are to be clean and tidy at all times
- Perform the dishwashers/prepcook duties at their absence or assist them if necessary
- Do all other tasks deemed relevant by the Chef/Manager

Dress Code: All cooking staff must have proper uniform (chef jacket, apron, pants NO DENIM). All staff must wear black shoes with leather uppers, requirement of the Dept of Labor and Worker's Compensation. Hair nets or acceptable head coverings must always be worn in the kitchen.

This job description can be modified at any time by the Chef/Manager and an updated copy will be provided to the employee.