

CHEF DE PARTIE: JOB DESCRIPTION & EMPLOYMENT AGREEMENT

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

IMMEDIATE SUPERVISOR: Chef/Manager/Sous Chef

RESPONSIBILITIES:

- To recognize the importance of maintaining food and labour cost levels within budget and to carry out duties as may be specified by the Chef from time to time
- 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
- Assist the Chef/Manager in ordering of all food products necessary for daily operation if asked
- Always make sure there is ample supply of all ingredients to produce the lunch and dinner menus and dessert production without over ordering (Always maintaining acceptable inventory levels)
- All new products ordered must be authorized by the Chef/Manager
- Meet daily with the Chef/Manager or Sous Chef to review the order prior to placing
- 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
- Receiving deliveries and make sure that all receivables are in good condition upon delivery
- 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
- Preparation and creation of daily or evening specials and 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
- Be responsible for 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 Chef/Manager if necessary or discipline in the absence of 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
- Assist in pastry production

CLEANING:

- 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 are to be clean and tidy at all times
- Perform the dishwashers/prepcook duties at their absence
- 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.

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 w/leather uppers, requirement of the Dept of Labor & Worker's Comp. Hair nets or acceptable head coverings must always be worn.

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