

Chef (Full-Time)

BASED AT: Dragonfly Tea Room.

POSITION REPORTS TO: owner

JOB PURPOSE SUMMARY:



The position is part chef/baker and part kitchen manager. Plan and prepare a variety of food products including tea sandwiches and other savorys, salads, soups, and pastries and other food products using a variety of equipment and utensils. Oversee day-to-day kitchen management including organizing food prep schedules, food purchasing, inventory, sanitation of facilities. Work with the owner to create regular seasonal menus. Work with owner and staff to create a delightful guest experience.

KEY RESPONSIBILITIES:

Primary Chef Duties

Promote, work, and act in a manner consistent with the mission of **Dragonfly Tea Room: To provide a delightful experience to all customers**

- Create Daily Prep List at the start of each shift.
- Understand and comply with standard portion sizes, cooking methods, quality standards, and kitchen rules, policies, and procedures.
- Clean and sanitize work station area including tables, shelves, walls, convection oven, flat top range and refrigeration equipment.
- Store food in designated containers and storage areas to prevent spoilage.
- Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures in ovens and a variety of other kitchen equipment.
- Take and record temperature of food and food storage areas, such as refrigerators and freezers.
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
- Portion according to standard portion sizes and recipe specifications and wrap the food, or place it directly on plates for service to guests.
- Weigh or measure ingredients.
- Mix ingredients for green salads, molded fruit salads, vegetable salads, and pasta salads.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Remove trash and clean kitchen garbage containers.
- Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items.
- Carry food supplies, equipment, and utensils to and from storage and work areas.
- Promptly inform supervisors when equipment is not working properly and when food and supplies are getting low, and order needed items.
- Make special dressings and sauces as condiments for sandwiches.
- Stir and strain soups and sauces.

- Uses the Standard Recipe Card for preparing all products; do not rely on the memory of oneself or others.
- Complete opening and closing checklists and assists others in opening and closing the kitchen.
- Attend all scheduled employee meetings and offers suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.

Managerial Duties

- Monitor compliance with health and fire regulations regarding food preparation and serving, and building maintenance.
- Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Ensure compliance with all federal, state, county and municipal regulations that pertain to health, safety and labor requirements of the restaurant, employees, and guests.
- Coordinate assignments of cooking personnel to ensure economical use of food and timely preparation.
- Ensure that all products are received in correct unit count and condition and deliveries are performed in accordance with the restaurant's receiving policies and procedures.
- Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity.
- Maintain food and equipment inventories, and keep inventory records.
- Perform some food preparation or service tasks, such as cooking, clearing tables, and serving food and drinks when necessary.
- Plan menus and food utilization, based on anticipated number of guests, nutritional value, palatability, popularity, and costs.
- Keep records required by government agencies regarding sanitation or food subsidies.
- Test cooked food by tasting and smelling it to ensure palatability and flavor conformity.
- Review work procedures and operational problems to determine ways to improve service, performance, or safety.
- Arrange for equipment maintenance and repairs, and coordinate a variety of services, such as waste removal and pest control.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations

Supplemental

- Keep records of the quantities of food used.
- Load dishes, glasses, and tableware into dishwashing machines.
- Distribute food servers to serve to customers.
- Operate cash register, handle money, and give correct change.
- Stock cupboards and refrigerators, and sandwich prep fridge.
- Prepare and serve a variety of tea beverages.
- Vacuum dining area and sweep and mop kitchen floor.
- Scrape leftovers from dishes into garbage containers.

Tools and Technology

Commercial use:

- cutlery
- dishwashers
- food warmers
- measuring cups
- mixers
- scales
- convection oven
- blender
- hot plate
- Personal computers
- Point of sale terminal

MINIMUM EDUCATION/EXPERIENCE/CERTIFICATION

- One or more years of experience in kitchen preparation and cooking
- Strong motivation and willingness to master the necessary kitchen skills for this position
- Able to communicate effectively with owner and kitchen personnel
- Able to reach, bend, stoop and frequently lift up to 40 pounds
- Able to work in a standing position for long periods of time (up to 5 hours)
- ServSafe Kitchen Manager certification