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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | BANQUET CHEF |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | Responsibilities of this position include: producing food needed for banquet functions; dealing with the food costs; and supervising the people used for the events. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to evaluate your own performance as well as that of others and the organisation to aid improvement
* Ability to motivate, develop, and direct people as they work and identify the best people for the job;
* Time management
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| COMPETENCIES: | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
* Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
* Meticulousness — Job requires being careful about detail and thorough in completing work tasks.
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| TASKS: | * Assuring proper sanitation practises are followed;
* Assuring smooth banquet operation by coordinating with related food and beverage departments;
* Controlling food costs by maintaining accurate records of all food ingredients used for banquets;
* Creating new menus and seeing to their proper implementation;
* Dealing with other cooks, on a one to one basis, instructing and guiding them in their jobs;
* Directing supervision of day to day operation of all banquet functions;
* Ensuring preparation, plating and presentation standards are maintained;
* Orienting employees to the department and providing training on job responsibilities;
* Prioritising and assigning work, and conducting performance reviews;
* Recommending and implementing procedural or production changes.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |