|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | UTILITY COOK | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of utility cook entails performing various tasks in the kitchen; preparing food and ingredients, operating and cleaning kitchen equipment such as food warmers, grinders and mixers, working on plate preparation, and maintaining cleanness of the kitchen and service areas. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A high school diploma or equivalent; * Ability to adjust actions *in re*lation to others' actions, to monitor or assess performance of yourself, other individuals, or organisations to make improvements or take corrective action; * Ability to give full attention to what other people are saying. | | | | |
| COMPETENCIES: | | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations. | | | | |
| TASKS: | | * Preparing appetisers, salads, desserts and baking cookies and muffins; * Working floor for special events, carving meat, working pasta and omelette stations; * Assisting lead cook; * Assisting sous-chefs; * Disassembling, cleaning and reassembling kitchen equipment; * Operating grinders, tenderisers, ranges, griddles, fryers, broilers and toasters; * Identifying needs and requesting tool and equipment repairs; * Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices; * Monitoring product use throughout serving period to prevent overproduction or early depletion; * Weigh, measure, and mix ingredients according to recipes or personal judgment, using various kitchen utensils and equipment; | | | | |
| 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. | | | | |
|  |  | | | | |  |
|  |  | | | | |  |
| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |