



JOB DESCRIPTION

Title: Events Chef Assistant
Classification: Non-exempt
Salary Range: DOE
Original Date: January 2014

Department: Events
Position Status: Full Time
Reports to: Head Chef/Sous Chef
Date of Review: July 2021

Job Objective

The Events Chef Assistant will accurately and efficiently cook meats, fish, vegetables, soups and other hot food products as well as prepare and portion food products prior to cooking. This position will also perform other duties in the areas of food and final plate preparation, including plating and garnishing of cooked items and preparing appropriate garnishes for all hot menu item plates.

In the performance of their respective tasks and duties all employees are expected to demonstrate to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees.
- Lead the team in the absence of the Head Chef and/or Sous Chef.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.
- Assumes 100% responsibility for quality of products served.
- Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.
- Portions food products prior to cooking according to standard portion sizes and recipe specifications.
- Maintains a clean and sanitary work-station area including tables, shelves, grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range and refrigeration equipment.
- Prepares item for broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating.
- Follows proper plate presentation and garnish set up for all dishes.
- Handles stores and rotate all products properly.

- Assists in food prep assignments during off-peak periods as needed.
- Closes the kitchen properly and follows the closing checklist for kitchen stations. Assists others in closing the kitchen.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Performs other related duties as assigned by the Kitchen Manager or manager-on-duty.

Position Type/Expected Hours of Work

This is a full-time position. This position requires most weekends, some nights and some holidays.

Job Skills

- Ability to read and follow directions
- Must adhere to all health and safety regulations
- Ability to communicate clearly with managers, front of house, kitchen and serving staff
- Superior work ethic with a positive attitude

Qualifications

- High School Diploma/GED or 4+ years' experience.
- Previous Banquet Service and/or Event Venue experience
- Excellent oral, reading and written communication skills, including the use of email
- Superior work ethic with a positive attitude

Additional Eligibility Qualifications

- Valid Tennessee Driver's License
- Must have reliable transportation to and from work
- Must have availability to work a changing schedule including nights, holidays and weekends

Preferences

- ABC Certified a plus
- Serve Safe Certified a plus
- Knowledge of Food and Beverage Software—Point of Sale system
- Creative, highly motivated, eager, and enthusiastic while implementing company policies, standards, programs and procedures
- Willing to be hands-on with staff and operations and be willing to work event-based hours that include evenings and weekends
- Ability to work in a diverse environment with focus on client and customer services is essential to success in this role
- Supportive team player

Work Requirements

- Must be able to lift 50lbs
- Must be able to work in non-climate-controlled environments

Work Authorization

Must be authorized to work in the United States

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

The Loveless Cafe GP is an equal-opportunity employer and is committed to hiring and maintaining a capable and committed workforce. EOE/M/F/D/V