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[COMPANY NAME] JOB DESCRIPTION

Position: Chefs and Head
Cooks

Job Description:

Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.

Job Tasks:

- Prepare and cook foods of all types, either on a regular basis or for special guests or functions.
- Supervise and coordinate activities of cooks and workers engaged in food preparation.
- Collaborate with other personnel to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and the likely number of customers.
- Check the quality of raw and cooked food products to ensure that standards are met.
- Check the quantity and quality of received products.
- Demonstrate new cooking techniques and equipment to staff.
- Determine how food should be presented, and create decorative food displays.
- Determine production schedules and staff requirements necessary to ensure timely delivery of services.
- Estimate amounts and costs of required supplies, such as food and ingredients.
- Inspect supplies, equipment, and work areas to ensure conformance to established standards.
- Instruct cooks and other workers in the preparation, cooking, garnishing, and presentation of food.
- Monitor sanitation practices to ensure that employees follow standards and regulations.
- Order or requisition food and other supplies needed to ensure efficient operation.
- Recruit and hire staff, including cooks and other kitchen workers.
- Analyze recipes to assign prices to menu items, based on food, labor, and overhead costs.
- Arrange for equipment purchases and repairs.
- Meet with customers to discuss menus for special occasions such as weddings, parties, and banquets.

- Meet with sales representatives in order to negotiate prices and order supplies.
- Record production and operational data on specified forms.
- Coordinate planning, budgeting, and purchasing for all the food operations within establishments such as clubs, hotels, or restaurant chains.
- Plan, direct, and supervise the food preparation and cooking activities of multiple kitchens or restaurants in an establishment such as a restaurant chain, hospital, or hotel.

Required Knowledge:

- **Administration and Management** -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Personnel and Human Resources** -- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Required Skills:

- **Coordination** -- Adjusting actions in relation to others' actions.
- **Management of Personnel Resources** -- Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Management of Material Resources** -- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Time Management** -- Managing one's own time and the time of others.
- **Speaking** -- Talking to others to convey information effectively.
- **Instructing** -- Teaching others how to do something.
- **Management of Financial Resources** -- Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Monitoring** -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Active Learning** -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Mathematics** -- Using mathematics to solve problems.

Abilities Required:

- **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.
- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Problem Sensitivity** -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Wrist-Finger Speed** -- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- **Deductive Reasoning** -- The ability to apply general rules to specific problems to produce answers that make sense.
- **Manual Dexterity** -- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Number Facility** -- The ability to add, subtract, multiply, or divide quickly and correctly.
- **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Time Sharing** -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- **Near Vision** -- The ability to see details at close range (within a few feet of the observer).

Job Activities:

- **Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Identifying Objects, Actions, and Events** -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Scheduling Work and Activities** -- Scheduling events, programs, and activities, as well as the work of others.
- **Judging the Qualities of Things, Services, or People** -- Assessing the value, importance, or quality of things or people.

- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Guiding, Directing, and Motivating Subordinates** -- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
- **Coordinating the Work and Activities of Others** -- Getting members of a group to work together to accomplish tasks.
- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Evaluating Information to Determine Compliance with Standards** -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

I _____ acknowledge that I have read and understood this job description for the position of Chefs and Head Cooks.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____