

## **POSITION DESCRIPTION**

**Position:** Pasta Chef

**Reporting to:** Executive Chef, Owners or Owners Representative

**Responsible for:** Kitchen Team

**Relationships with:** Executive Chef  
Owner or Owners Representative  
Pizza Chef  
Maitre D  
Restaurant Team

**Primary Function:**

To manage the operation and organisation of the kitchen with maximum quality whilst containing labour and food costs.

### **Duties & Responsibilities:**

- ◆ Produce all items related to the menu to the establishment's standards in order to satisfy diners' expectations.
- ◆ Plan and organise work flows, order food items when required.
- ◆ Ensure all equipment and work environments are operational.
- ◆ Ensure prep is up to date for days off.
- ◆ Impart knowledge and train staff to encourage high standards.
- ◆ Uphold morale in kitchen and other departments.
- ◆ Communicate with and support staff.
- ◆ Attend Management Team Meetings.
- ◆ To ensure that all equipment is operated and maintained in accordance with its operation Manual.

### **Technical:**

- ◆ Training skills
- ◆ Computer skills
- ◆ Budgeting and menu costing skills
- ◆ Organisation skills

### **Systems and Procedures:**

- ◆ Log and inform the Executive Chef, Owner, Owners Representative of any system problems.
- ◆ Suggest any improvements that could be made to improve existing systems and procedures.
- ◆ Follow policies and procedures outlined in the Team Handbook and Operations Manual.
- ◆ Complete all duties, and ensure a concise hand over.

SAMPLE