Relief Cook

Job Description:

A **Relief Cook** is a floating or relief chef who helps out wherever needed in a restaurant or other professional kitchen. This chef is supervised by the head chef and can be assigned to perform any cooking task or serve as an intermediary between chefs. Most chefs in this position have formal culinary training as well as a few years of relevant experience. Because the job duties vary, a relief cook needs knowledge in many areas of the culinary arts. Generally found in large restaurants or busy kitchens that serve a large number of diners, the relief cook acts as a jack-of-all-trades. He or she might be required to cook, in addition to serving as a link between the head chef or sous chef and various other cooks and kitchen workers. The head chef typically determines where the relief cook will work. These assignments may be for the short- or long-term, and they often change with little notice.

Job Responsibilities:

* Sets up the food station.
* Prepares and cooks all foods when ordered.
* Ensures proper plating and portion size
* Sets up and sees that the station is ready to serve fifteen (15) minutes prior to dinner service.
* Make sure that all food is of the highest possible quality before leaving the window.
* Overseeing see that all food prepared is of consistently high quality and that portions are consistently controlled.
* Cleans and sanitizes the food station.
* Sets up, maintains and breaks down prep station.
* Notifies Head Chef in advance of all expected shortages.
* Reports to work in uniform at posted scheduled times.
* Ensures that work station and equipment are clean and sanitary.
* Adheres to state and local health and safety regulations.
* Maintains neat professional appearance and observes personal cleanliness rules at all times.
* Maintains safety and security in work station.
* Assists with other duties as instructed by the Head Chef and Executive Chef.
* Inform supervisor of any items that were unfinished before service.
* Properly store all food, which must be covered, dated and rotated on a daily basis to ensure proper portion control and quality.
* Follow all safety procedures for operating and cleaning all machinery at all times.
* Check in with Head Chef at the beginning of shift for instructions.
* Keep par stocks at proper levels. Increase or decrease production as necessary.
* Inform management of any problems concerning food quality or production control.
* Follow “Clean as you work” policy; responsible for sanitation and cleanliness of station at all times.
* Maintain high standards of quality and appearance for all food prepared and served.
* Wear clean uniform at all times.
* Attend all kitchen employee meetings.
* At the end of the shift, clean entire station, including reach-ins, shelves and steam table.
* Return all unused food to walk-in onto proper shelf
* Check-out with Head Chef at end of shift
* Keep walk-in clean and organized at all times.
* Clean any kitchen equipment used immediately following its use.
* Must be able to work weekends and holidays as well as overtime.
* Perform other duties as assigned.
* Assist with tasks from Sous Chef, Chef and/or General Manager
* Develop and follow recipes, portion controls and presentation specification as set by the restaurant
* Assist in food inventory and control while properly receiving and storing delivered items
* Clean food prep areas, equipment, utensils and strictly adhere to sanitation, food safety, hygiene, and other health and safety guidelines
* Other duties or responsibilities as assigned or required

Job Qualifications:

* Associates in culinary arts or diploma from accredited culinary institute required
* Bachelors in culinary arts or related field preferred
* Experience as a relief cook

Opportunities as a Relief cook are available for applicants without experience in which more than one Relief cook is needed in an area such that an experienced Relief cook will be present to mentor.

Job Skills Required:

* Working knowledge of the fundamentals of cooking.
* Working knowledge of knives and knife skills.
* Working knowledge of kitchen equipment
* Ability to adapt to needs of the kitchen
* Willingness to switch roles to accommodate the needs of the kitchen
* Ability to cook in a variety of disciplines
* Knowledge of meat and poultry procurement.
* Knowledge of industry standards and regulations
* Knowledge of health department regulations
* Ability to multitask
* Good communication skills
* Able to work calmly under high pressure
* Team Player
* Ability to spot and resolve problems efficiently
* Keep up with cooking trends and best practices
* Working knowledge of various restaurant software programs
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to stand for an entire shift
* Self-motivated and self-directed
* Works well as part of a team and on individual tasks
* Able to quickly memorize complex or multiple orders