

WELLSVILLE CREATIVE ARTS CENTER

LITTLE GEM RESTAURANT - CHEF ASSISTANT

Status: Hourly **Hours:** 30 – 40/week **Supervisor:** Head Chef

SUMMARY

Assist in the preparation, cooking and operation of a profitable restaurant providing a fine dining experience for patrons while serving a creative and weekly changing dinner menu.

QUALIFICATIONS

Prior experience required in skilled food preparation and fine dining restaurant cooking
Broad knowledge of cooking styles and menu items
Knowledge of all food safety procedures and fabrication
Highly organized and detail oriented team player
Basic computer skills
Independent and motivated self starter that is also able to follow detailed directions
Ability to work within time constraints and meet deadlines on a daily basis
Dedicated to task completion and the ability to multitask with frequent interruptions
Flexible and available to work additional hours when necessary

DUTIES AND RESPONSIBILITIES

Assist dinner chef with all aspects of food prep and menu cooking
Assist with the inception and development of the weekly dinner menu
Assist in cooking and evaluating new recipes and products
Assist with planning, preparation and cooking for special events as needed
Assist in estimating food needs and the creation of the pull, order, buy and prep lists weekly
Assist with the costing and pricing of the menu
Prepare the finished menu and wine paring for submission to the Art Dept for advertising and printing
Coordinate food service activities for the week to adequately cover the necessary prep duties
Identify if additional help is needed and request additional staff accordingly
Prep all necessary items in a timely manner including the butchering of meats
Food plating and presentation
General daily cleaning and housekeeping of the kitchen area as well as dishwashing as needed
Responsible for stove and grill cleaning as needed daily and additional weekly breakdown cleaning
Responsible for equipment cleaning and maintenance to insure proper operation and sanitation
Clean, organize and maintain coolers daily and weekly breakdown cleaning
Check in, organize, maintain and track inventories of food items, refusals and back orders
Adhere to all labeling and food storage policies for leftovers and uncooked products
Adhere to check lists for all daily operational and cleaning needs
Assist in training employees in proper food handling, food preparation and cooking as needed
Create, update and maintain records for menu items prepared, served and supplies needed
Continue to standardize operating procedures to improve efficiencies
Other duties as assigned