

LITTLE GEM RESTAURANT / WELLSVILLE CREATIVE ARTS CENTER

CHEF ASSISTANT / LINE COOK / EXPEDITER

Status: Hourly	Title: Chef Assistant – Line Cook - Expediter
Hours: up to 30 hrs/wk	Supervisor: Head Chef

SUMMARY : Assist in preparation, cooking and expediting to provide a fine dining experience at the Little Gem Restaurant.

QUALIFICATIONS

- Experience in fine food preparation, cooking and expediting.
- Broad knowledge of cooking styles and menu items
- Knowledge of all food safety procedures and fabrication
- Highly organized and detail oriented
- Independent and motivated self starter
- Ability 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
- Open minded team oriented attitude and a desire for continuous improvements
- Basic computer skills
- Flexible and available to work additional hours when necessary

DUTIES AND RESPONSIBILITIES

- Assist head chef with all aspects of food prep, expediting and menu cooking
- 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 eliminating waste
- Prep food 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
- 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 other employees in proper food handling, food preparation and cooking as needed
- Assist with the continuing development of the dinner menu
- Help to standardize operating procedures to improve efficiencies
- Assist with lunch prep and cooking as needed
- Other duties as assigned