



TITLE	Cook
REPORTING TO	Restaurant Chef, Sous Chef
DIRECT REPORTS	N/A
INDIRECT REPORTS	N/A

JOB PURPOSE

- To cook accordingly to the given recipes, preparation and presentation guidelines
- To provide all the guests an exceptional experience within the outlet and reflect respect and responsibility in all your job duties

KEY JOB RESPONSIBILITIES

- Provide the guests a friendly, unobtrusive, professional and qualified service based on Ovio Standards
- Ensure the correct preparation and presentation of a consistent level for all food items prepared
- Cook all food in a timely manner and in accordance with methods established by the Restaurant Chef
- Check for all the fridges and chillers cleanliness
- Obey to food preparation and cooking methods, size of portions, garnishing and presentation
- Take responsibility of food preparation areas
- Ensure that sanitation standards as set forth by Ovio are in compliance as well as the cleanliness and neatness of the kitchen
- Maintenance and cleanliness of all food preparation equipment
- Ensure opening and closing duties completed with sufficient mise-en-place is on hand, set-up and break-down is completed and the BOH area and it's work areas are clean and tidy
- Follow to standards, performance, employees' conduct, dress code, appearance, sanitation, etc., according to established policies
- Communicate (verbally or in writing) in a polite, respectful and efficient mode to all concerned parties
- Maintain the BOH area to its standard and coordinate with kitchen management to request work-orders
- Follow proper payroll and uniform procedures, as well as the rules and policies of the company
- Handle property, equipment, uniform and food & beverage products with care and take ownership, this includes the retrieving, stocking, cleaning and service of all these items
- Respond properly to emergency or safety situations



- Support the team and counter-parts in any way possible, accordingly to the business needs
- Perform other tasks or projects as assigned by management staff

ESSENTIAL SKILLS

FUNCTIONAL LEVEL

- Understanding of food item preparation and implementation
- F&B knowledge and operational requirements
- Able to stand, walk, carry, lift and physical help others throughout the shift

INTERPERSONAL LEVEL

- Implements ethical values to the job and work team
- Treats every person with respect and dignity
- Personal hygiene and grooming

PROBLEM SOLVING

- Anticipates guest needs and inform management immediately in case a problem arises
- Ensures safety and care for guests, co-workers, F&B and equipment
- Abides to Health regulations
- Reports any internal conflict to the management

LANGUAGE SKILLS

- Fluent in Arabic verbally as well as written

EDUCATIONAL BACKGROUND

- Culinary Degree

PROFESSIONAL EXPERIENCE

- Minimum 2 years kitchen experience in hotels and restaurants

I have read and understand that I am responsible for executing the responsibilities of this job description.

Employee Signature

Date

**Human Resource
Signature**

Date

