

**QATAR**

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| <b>Department:</b>    | <b>Operations</b>   |
| <b>Job title:</b>     | <b>Chief Cook</b>   |
| <b>Mission:</b>       | <p>To be responsible for the planning, preparation and presentation of all food items and beverages to the required standards of quality, in line with client and company requirements while attaining a high level of customer satisfaction.</p> <ul style="list-style-type: none"><li>▪ Ensure all work is carried out as per the contract and client specification.</li><li>▪ Control the food quality, presentation and service as per the required standards defined by Camp Boss or Operations Manager</li><li>▪ Liaise with superior to discuss day to day operational requirements, achievements and improvements and take necessary action accordingly.</li><li>▪ Prepare duty roster of staff on site and monitor compliance. Ensure proper allocation of duties to control overtime.</li><li>▪ Prepare menus and recipes in coordination with Camp Boss or Operations Manager considering contract, client's feedback and cost requirements. Facilitate menu costing.</li><li>▪ Prepare daily requisition for the next day kitchen supplies considering forecasted mandays, menu, stock in balance in the kitchen and available items in stores.</li><li>▪ Check incoming supplies from stores for quality, quantity, damage and spoilage.</li><li>▪ Oversee proper handling, packaging and storage of foodstuff and ensure the stock rotation procedures are maintained.</li><li>▪ Ensure that the food is prepared as per the planned menu and in line with the instructions/feedback received from the superiors. Ensure smooth and timely supply of prepared / cooked food to all concerned units.</li><li>▪ Ensure the correct storage of goods and that stock rotation procedures are maintained.</li><li>▪ Ensure that wastage control measures are in place and are complied with.</li><li>▪ Overseeing the service line from setup till the end of service.</li><li>▪ Identify staff training needs and initiate training process in coordination with superiors. Monitor and supervise on-the-job training process as per training guidelines and procedures. Ensure to maintain up to date records of on-the-job training.</li><li>▪ Ensure all work is carried out in compliance with the Quality, Health, Safety and Environment management system.</li></ul> |
| <b>Profile:</b>       | <ul style="list-style-type: none"><li>▪ Higher Secondary</li><li>▪ Diploma in hotel Management / Culinary arts</li><li>▪ Food Hygiene / HACCP certification</li><li>▪ Seaman book and SCTW 2010 certifications</li><li>▪ Must have minimum 07 years of experience out of which minimum 1 year in offshore</li><li>▪ Should be able to manage the Galley and Mess Room clean;</li><li>▪ Should be able to keep an account of all provisions and stores;</li><li>▪ Should be able to supervise all galley/mess personnel;</li><li>▪ Should be able to submits provision list for approval of the Supervisor and manages the stores;</li><li>▪ Should be able to manage the supplies, equipment, and work areas to ensure conformance to established standards.</li></ul>  |
| <b>Reporting to :</b> | <b>Camp Boss or Operations Manager</b>  |
| <b>Location :</b>     | <b>Qatar, Qatar offshore vessel or Barges</b>   |
| <b>Email:</b>         | <a href="mailto:career.me@sodexo.com">career.me@sodexo.com</a>  |