

JOB DESCRIPTION

JOB TITLE: Casual Kitchen Steward
DEPARTMENT: Kitchen
RESPONSIBLE TO: Head Chef / Head Kitchen Steward

PRIMARY PURPOSE OF JOB

To provide an efficient service and maintain the required hygiene standards as laid down by the Holiday Inn Telford standards manual.

Summary of Duties and Responsibilities

1. To maintain the required level of hygiene standards as laid down legally and by Holiday Inn standards manual.
2. To adhere to working hours as contracted and break times as specified.
3. To keep up to date records of cleaning and dishwasher temperatures etc., as instructed.
4. To ensure all breakages are kept to a minimum and breakages are recorded.
5. To ensure the dishwasher is emptied and cleaned after every service.
6. To ensure the dishwasher area is kept clean and to the hygiene standards as laid down by both legal and Company standards manual.
7. To ensure other duties are carried out as requested by the Head Chef / Head Kitchen Steward.
8. To support colleagues at all times to ensure team work is maintained.
9. To ensure all work areas including the show kitchen are kept to a safe hygienic standard at all times.
10. Assist in the smooth running of kitchen service.
11. To undertake any duties as directed by the General Manager.
12. To liaise with the Head Chef / Head Kitchen Steward to ascertain required cleaning duties.
13. Work to the hygiene schedules and close down checklists that are laid out.
14. To be aware of hotel and department objectives and assist in achieving them.
15. To comply with/act in accordance with all Company fire regulations and to adhere to the Company's fire policy.
16. To act in accordance with all Health & Safety and Hygiene regulations and to adhere to the Company's Health & Safety policy.
17. To attend all statutory training as & when requested.
18. To arrive at work at the correct time and in the correct uniform ensuring it is in immaculate condition.
19. To behave in a friendly and hospitable manner to all guests, customers and staff.

This JOB DESCRIPTION is not exhaustive, therefore the job holder may be required, from time to time, to carry out tasks as & when requested by Management.