



**action**  
Industrial catering

## JOB DESCRIPTION

**Position:** Salad Chef (11 hrs)

**Site:**

---

**Brief:**

- To provide healthy nutritious food as per the menu to the standards expected by Action Industrial Catering Pty Ltd.
- Ensure that all food prepared and stored is done so in accordance with the Health regulations.
- To ensure the co-operation and moral of all Kitchen staff.
- To ensure Kitchen and Dining Room work areas are maintained to the standards required by Action industrial catering Pty Ltd.
- To ensure prompt and friendly service in the Dining Room to all Residents and Visitors to site.
- Other duties as directed by Site requirements.

**Reporting to:** Head Chef - Kitchen Duties  
Project Manager/Assistant Project Manager – Other Duties

**General Scope of Duties:**

To provide a variety of healthy nutritious food to the Residents of site whilst maintaining Food Cost. Maintaining the cleanliness and safe preparation of food as per the Health Regulations.

**Daily Scope of duties:**

- Salad Bar Requirements - *As attached appendix A & B*
- Maintain food stock for salad bar as per prep list.
- Keep work areas clean and sanitised - including work benches, floors & floor,
- Follow 'Food safe' procedures
- Prepare food for presentation including a variety of garnishes
- Record food temperatures as per schedule, 1 sample from each from salad well & dessert buffet
  
- Record equipment temperatures from salad well & dessert buffet
- Prepare other foods as required by head chef or other site requirements.
- Assist with unloading truck on delivery day (*currently Thursday*)
- Keep salad storage areas in day fridge clean and tidy ensuring all items are covered and dated with day dots
- Any other duties as required by site management.

**Daily Schedule:**

0300 – 0415	Set up salad bar (ensuring daily variation in items & colour) as per schedule Set up breakfast fruit bar as per schedule Record Food temperatures as per schedule Record Equipment temperatures
0415 – 0700	Assist Breakfast Chef with service if required. Replenish Salad bar items as required.
0700 – 0800	Empty and clean salad bar. Wrap, date (using day dots) and store food. Wipe down & santise Salad well & kitchen work area.
0800 – 0815	Prestart Meeting
<b>0815 – 0845</b>	<b>Break</b>
0845- 1130	Salad Preparation
1130 – 1200	Set up Salad Bar & set out utensils as required

	Record Food temperatures as per schedule Record Equipment temperatures
1200 – 1300	Lunch Service Replenish food as required. Keep Salad well clean and tidy.
1300 – 1330	Break down salad bar Wrap, date (using day dots) and store food. Wipe down & santise Salad well & kitchen work area.
<b>1330 – 1400</b>	<b>Break</b>
1400 – 1500	Rotate salad stock in day fridge Clean salad storage area in day fridge Set up salad bar for evening dinner service
0300	Finish Shift

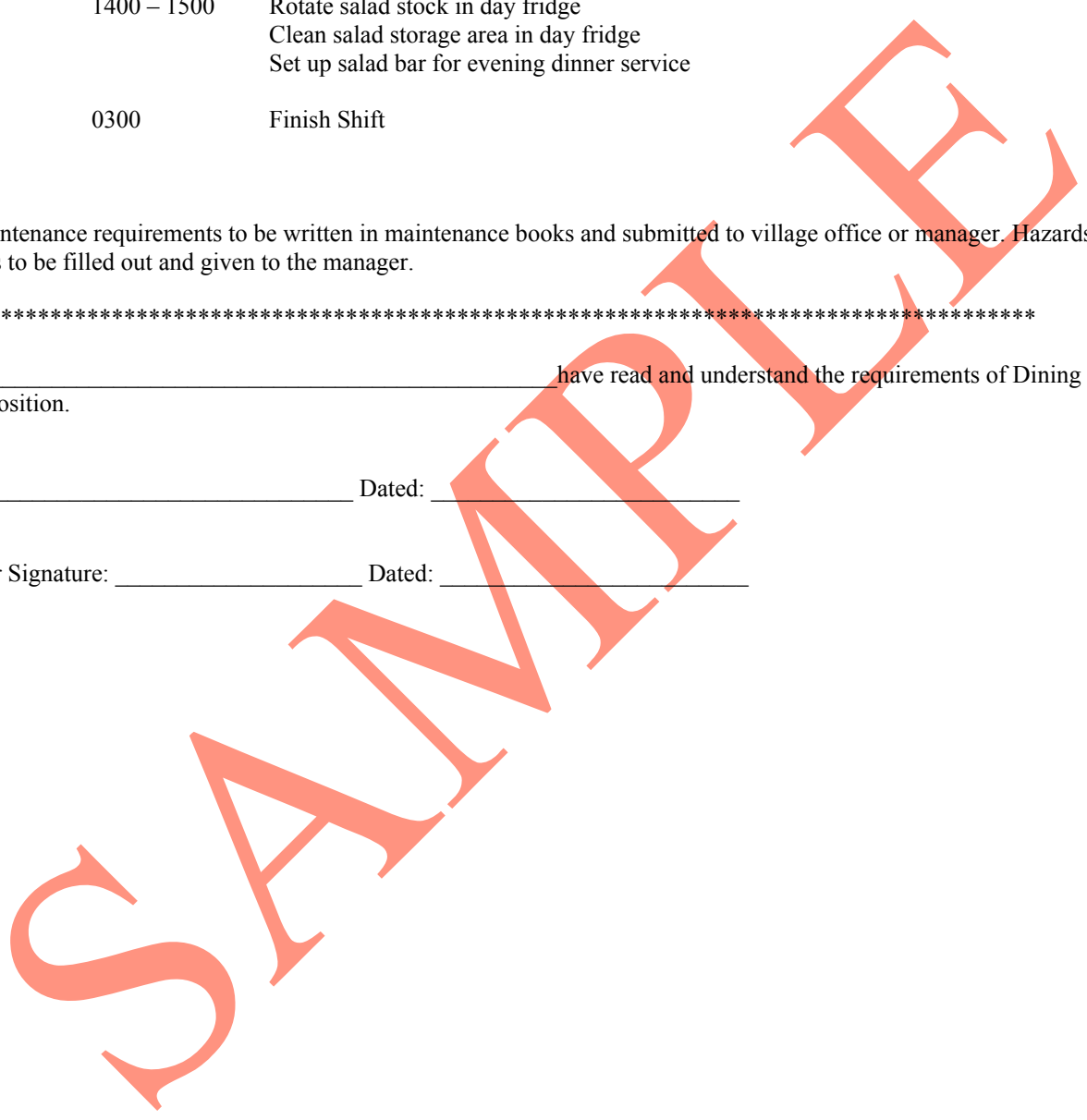
Any maintenance requirements to be written in maintenance books and submitted to village office or manager. Hazards and positives to be filled out and given to the manager.

\*\*\*\*\*

I \_\_\_\_\_ have read and understand the requirements of Dining Room Utility position.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Dated: \_\_\_\_\_



# Cosmos Village Kitchen

## Preparation List Salad Chef

### GENERAL PREP

- ✓ 6 x Cheese Platters consisting of the following
  - Cheeses x 5 options– diced, sliced or wedges (No feta)
  - Nuts or dried fruit selection
- ✓ 6 x Fruit Platters – Ensure variety and good variety of colors & textures
- ✓ 3 x Signature salads – be presented in black square dishes in salad bar – 4 x square tubs as back up of each salad.
- ✓ 1 x lge Bowl fruit salad
- ✓ 2 x Roast chicken sliced
- ✓ 2 x Grated carrot
- ✓ 2 x Red onion rings
- ✓ 2 x Sliced Iceberg lettuce
- ✓ 2 x Sliced cheese
- ✓ 1 x Sliced cucumber
- ✓ 1 x Tomato (no ends)
- ✓ 2 x Cut Bacon for Caesar salad
- ✓ 24 x Poached Eggs
- ✓ 2 x Grated Cheese
- ✓ 1 x back up container of each salad bar option for the day

***N.B QUANTITY'S ARE SEASONALLY VARIABLE***