

GOLF CLUB MANAGERS' ASSOCIATION**JOB DESCRIPTION****HEAD COOK****Responsible To**

The Head Steward/Clubhouse Manager and through him to the Secretary/Manager.

Responsible For

The provision of a catering service for the Club of the high standard for which the Club is well known in accordance with the policy laid down by the Committee/Directors.

- 1) The preparation of menus to provide both the traditional Club fare and a variety of dishes reflecting seasonal variations or particular occasions.
- 2) The cleanliness of all food preparation and storage areas, utensils, refrigerators, deep-freeze cabinets, cold rooms, cookers and working surfaces.
- 3) The serving of meals in the dining room.
- 4) Direction and control of the kitchen staff and waitresses, reporting any staff problems to the Head Steward/Clubhouse Manager.

- 5) Maintenance of the quality of kitchen and dining room equipment and advising when additional or replacement items are required.
- 6) Reporting to the Head Steward/Clubhouse Manager any damage or repairs requiring attention.
- 7) Maintaining adequate stocks of food, including the buying of supplies at competitive prices.
- 8) Issuing written orders for supplies required, recording the receipt of such goods and subsequently approving the suppliers invoices.

Also see GCMA library documents:

Contracts:

Employee Handbook 2000
Statement of Particulars of Employment 2000A