

Culinary Coordinator

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Company: Hotel Chadstone Melbourne MGallery

Location: ras al khaymah

Category: other-general

Is familiar with the Departmental Operations Manual. Provide organizational and administrative support to the Executive Chef/Executive Sous Chef and key players in the culinary team. Organize a variety of related documents and follow-up of tasks as requested by Executive Chef/Executive Sous Chef. Maintain stationery and office supplies of the kitchen department. Maintain complete knowledge of all F&B menus, outlets and hotel services/features. To work efficiently and effectively in meeting deadlines and delivering quality work To keep positive relations with suppliers and other external clients Update and maintain all the kitchen files. Perform duties and responsibilities in a confidential manner when applicable. Co-ordinates with colleagues whenever necessary regarding operational and administrative issues. To assist in the implementation of the various food safety and hygiene standards including HACCP and other Municipality regulations. Participates and takes notes/minutes in regular meetings and briefings as may be scheduled. Understands and abides by all safety rules, emergency procedures and fire prevention regulations. Participates in any scheduled training and development program that may improve personal or departmental standards. Responds to any changes in the Food and Beverage function as dictated by the industry, company or hotel. To carry out any other reasonable duties as assigned by the Sous Chef and Chef de Cuisine.

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