

# Internships Thailand

## *Kitchen Internship Description*

<b>Job Title:</b>	Kitchen Management Trainee
<b>Department:</b>	Food & Beverage Department
<b>Reports to:</b>	Executive Chef

### **General Mission**

Under supervision of the Executive Chef, manages the operations of the kitchen in absence of and assistance with the Executive Chef or Executive Sous-chef. Oversees the preparation of food and inventory levels of the kitchen. May be responsible for scheduling and training other employees. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgement to plan and accomplish goals. Performs a variety of tasks, leads and directs the work of others. A wide degree of creativity and latitude is expected.

### **Responsibilities and Means**

- ❖ Make sure that all chef des parties are familiar with the day's requirements.
- ❖ Check that the necessary stocks are on hand at the right quality and quantity.
- ❖ Maintain a fair discipline.
- ❖ Treat all staff fairly and with commonly accepted courtesy.
- ❖ Ensure that timetables, leave rosters and attendance registers are up-to-date.
- ❖ All statutory, as well as company, hygiene regulations must be strictly adhered to.
- ❖ Report and follow up timorously to all maintenance problems.
- ❖ Run smooth communications between restaurant and kitchen.
- ❖ Delegate the correct orders for the appropriate tables to the right cook.
- ❖ Check each dish for quality, quantity, presentation and correct temperature.
- ❖ Supervise the dining room/ restaurant personnel, they should be on "standing by" when delicate dishes are served.



- ❖ Regular on-the-job training should be carried out so that subordinate staffs perform their duties correctly.
- ❖ To attend seminars and training courses assigned by the Executive Chef.
- ❖ To further your own knowledge of management methods and principles to ensure future advancement and further upgrading in management standards for the profession as a whole.
- ❖ Assist in the supervision of all cooking operations.
- ❖ Assist in the supervision of all foods prepared are uniform in portion, taste, correct temperature and visual appeal.

### **Administrative Responsibilities**

- ❖ Acknowledges and screens daily work schedule.
- ❖ Conducts daily briefing and de-briefing in the absence of the Executive Chef or Executive Sous Chef.
- ❖ Proposes an effective duty to ensure sufficiency of manpower in accordance to volume of business.
- ❖ Establishes two-way communication with related departments.
- ❖ Communicates effectively with guests, subordinates, immediate supervisors and other section heads.
- ❖ Manages time effectively by meeting deadlines on time.
- ❖ Assist to administer personnel action on leaves & overtime requests, disciplinary actions and commendation.
- ❖ Identifies and solves problems in a professional manner.

### **Human Resources Responsibilities**

- ❖ Assist to coach and give counsels to all staff when applicable.
- ❖ Evaluates objectively the performance or Department Head and other related staff.
- ❖ Provides the most effective training to all staff in his/her department regularly.
- ❖ Motivates staff to grow within the hotel.
- ❖ Develops himself / herself to be better manager at all times.

### Operational Responsibilities

- ❖ Knows and understands the job description of all positions in his / her department and be aware of others.
- ❖ Knows and understands policies relating to his / her department and others.
- ❖ Recognizes good quality products and presentation.
- ❖ Checks and improves all service standards established by the Hotel.
- ❖ Supervises staff activities to maximize revenue and minimize costs.
- ❖ Provides assistance to the staff when required during peak periods.
- ❖ Maintains grooming standards for all personnel.
- ❖ Conserves energy and water at all time by not decreasing guest comfort and cleaning efficiency.
- ❖ Manages wastes by reducing and recycling, changes staff behavior to carefully use all resources.

### Commercial Responsibilities

- ❖ Communicates effectively with guest, clients, business partners and staff.
- ❖ To be a good sales person to promote hotel's image and businesses.
- ❖ Participate in community projects or activities in order to promoting the hotel's image and cooperation to improve community relationship.

### Relations

- ❖ Reports to Executive Chef.
- ❖ Directs and supervises activities of the departments concurred.
- ❖ Coordinates with other staff for all activities of the hotel.
- ❖ Interacts with clients, guests, government officials, supplies, and other important individual in the community in promoting the culinary experience in the hotel.