**POSITION DESCRIPTION**

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| **Position Details** | |
| **Title:**  **Reports to:** | **Café Chef**  **Café Manager** |

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| **Purpose of Position** |
| * Develop and maintain cuisine concepts and standards for food preparation and presentation. * Manage the kitchen team to ensure a safe work environment |

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| **Key Accountabilities** |
| * Remain a professional representative of Columbus Coffee at all times * Adhere to Columbus Coffee / Mitre10 Policies and Procedures * Works within Health, Safety and Hygiene standards at all times * Reports all incidents, accidents and hazards according to Columbus Coffee / Mitre10 Policies and Procedures * Remains flexible to accommodate additional requests and responsibilities as required * Keeps calm and manages stressful situations effectively * Actively participates in Columbus Coffee Training and Development * Communicate effectively with colleagues and customers * Prepare and cook meals as per Columbus Coffee Standards * Establish and maintain standard recipes of all menu items. * Supervise and maintain quality control for outgoing meals and incoming produce according to specification. * Monitor productivity of the Kitchen * Stock control and rotation * Ensure daily monitoring and control of all food purchasing, purchasing specifications and food stock control. * Ensures effective shift hand-overs * Ensure a high level of cleanliness is maintained in your area * Monitor cleaning procedures and records * Ensure Food Safety responsibilities are being met. * Manage food costs * Actively pursue cost saving measures * Minimise wastage - Recycle where possible * Expense/ cost control through effective utilisation of consumables * Liaise with café staff to gain customer feedback * Actively interacts with internal and external customers to anticipate needs * Interact with staff in a professional and positive manner to foster good rapport, promote team spirit and ensure effective two way communication * Communicates problems, resolved or unresolved to your Manager * Work in line with business needs * Maintain a culture of great coffee / café / customer service experiences * Compliance with Quality Assurance and reporting requirements. |

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