



## **Assistant Banquet Chef**

Amara Singapore

**Date Posted:** 20 April 2017

**Apply By:** 20 May 2017

| **Department:** F&B Kitchen

| **Employment Type:** Full Time

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### **JOB SUMMARY:**

Responsible for the operations, hygiene, safety and cleanliness of the Banquet Kitchen. Responsible for manpower planning and ensuring food quality adheres to the Resort's standards.

### **RESPONSIBILITIES:**

1. Check Banquet Event Order (BEO) to plan for daily operations and manpower.
2. Attend daily Kitchen meeting.
3. Prepare food such as roast, sauces and dishes for the functions and Café.
4. Ensure quality of food and determine size of food proportions.
5. Ensure that all food is creatively and attractively presented at all times.
6. Inspect and approve the quality of food upon receipt to ensure quality and freshness.
7. Order food via Hotel purchasing system.
8. Obtain feedback from guests on food tasting and changes in menu for events.
9. Plan wedding menus and new recipes with costings.
10. Control food costs and manpower costs with Cost Control.
11. Obtain Monthly Event Forecast from Sales and plan resources.
12. Assist in other kitchen when required.
13. Manage pool of part-time kitchen helpers.
14. Supervise and train staff.
15. Plan staff roster and handle staff administration such as leave and claims.
16. Conduct performance appraisals for staff and manage their performances by coaching and training them in accordance to established hotel standards.

*Others*

1. Perform ad-hoc projects or other duties as assigned by Executive Sous Chef.

**JOB REQUIREMENTS:**

1. Support and uphold the company mission, vision and values.
2. Maintain highest standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Ability to understand and communicate in simple English.
4. Pleasant personality.
5. Can work independently with or without the guidance from the superior.
6. Costing and measurements ability.
7. Strong in situational problem solving and decision making.
8. High level of interpersonal skills required with internal and external guests.
9. Good leadership skills.
10. Good Chinese culinary knowledge and skills.
11. Always maintaining a good hygiene level at all times, be it personal or within own department.

**QUALIFICATIONS & EXPERIENCE:**

1. Secondary education.
2. 8 years of Chinese banquet culinary experience required in the hospitality industry.
3. Food Hygiene certificate.

**SPECIAL REQUIREMENTS:**

1. Ability to work on shifts, weekends and PH.

**Interested applicants may email their resume to [Career.sg@amarahotels.com](mailto:Career.sg@amarahotels.com)**