

I. Position

Garde Manager (2.16)

II. Related Titles

Cold Food Cook

III. Essential Functions

Supervise cold kitchen and prepare products according to club recipes and standards.

IV. Additional Responsibilities

1. Slices and proportions cold cooked meat, fish and poultry; garnishes them in an appetizing and tasteful manner
2. Prepares appetizers, hors d'oeuvres, center pieces and relishes in an attractive manner
3. Prepares cold sauces, jellies, stuffings, salad dressings and sandwiches using club recipes and standards
4. Supervises pantry crew in the preparation of salads, dressings, etc.
5. Schedules and supervises cold food preparation staff; responsible for their performance, evaluation, discipline and motivation
6. Requisitions food supplies necessary to produce the items on the menu
7. Adheres to state and local health and safety regulations
8. Maintains the highest sanitary standards
9. Notifies Sous Chef in advance of expected shortages
10. Maintains security and safety in work area
11. Maintains neat professional appearance and observes personal cleanliness rules at all times
12. Ensures that work area and equipment are clean and sanitary
13. Covers, dates and neatly stores re-usable leftover products
14. Assists with other duties as instructed by the Sous Chef and the Executive Chef

V. Reports to

Sous Chef

VI. Supervises

No supervisory duties are included in this position