Duties of Dietary Staff

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Dietary Manger: Jonathan Robinson

**Guidelines and Duties of Dietary Positions**

*Dietary Assistant Manager*

* Dietary Assistant Manager is the head supervisor/lead position in the multi-facet areas of the kitchen. She is in answers directly to the Dietary Manager and everything that she acknowledges/request must meet the approval of the Dietary Manager.
* Like all assistant managers, there are administrative duties that come with the territory. These duties include writing the schedule to ensure all shifts and positions are covered, managing the labor expenditures each week. These tasks are sometimes accompanied by filing reports concerning the day's activities, handling employee complaints, conducting procedural drills and safety classes, but not limited to these.
* The most obvious duty is to oversee the activities in the kitchen. During the prep shift or while the kitchen is in production, the assistant manager must ensure that safety procedures are being followed, health and sanitation measures are being taken, food is being prepared to specifications, and that the operation is running smoothly.
* In some instances the kitchen manager may need to step in to relieve someone on a break or fill in for an absent employee. This requires the dietary assistant manager to have the ability to work every station, from sauté to the dishwashing machine.
* Inventory reconciliation is necessary on a regular basis in a kitchen, and the dietary assistant manager will be responsible for making sure it is done correctly. This involves counting the stock of food and supplies as well as considering the items in transit from the supplier. Based on the numbers and how they compare with the par levels set, which ensure that the business always has enough on hand to serve its customers, the kitchen manager will place orders to keep the stock at the appropriate level. When the items arrive, the manager will sign for them and make sure they are the correct quantity and quality.
* Must make sure that staff and kitchen is in compliance with all health code regulations and policies.
* Must be Serve Safe certified
* This person is in charge of all things related to the kitchen, which usually includes menu creation, management of kitchen staff, ordering of inventory, and plating design.
* Head Cook
* The Assistant Dietary Manager’s schedule will be required to work at least 5 days a week but not limited to any day or time restraint. Will be working major holidays and weekends.
* This does not limit Dietary Assistant Manager to only these duties. All Dietary staff must comply with State Regulations as well as Milne Rules and Regulations and will need to perform their regular daily duties as well as other duties assigned to them by the Dietary Manager.

*KITCHEN SUPERVISOR*

* Kitchen Supervisor is the 2nd lead position in the multi-facet areas of the kitchen. She answers directly to the Dietary Manager/Assistant Manager. Everything she acknowledges/request must be approved through Dietary Manager/Assistant Manager.
* Kitchen Supervisor is the lead cook and only shift leader.
* Kitchen Supervisor will make sure to take temp readings on refrigerators and freezers, floor mats will be placed in their designated areas. Kitchen supervisor will help in bussing tables, sanitizing tables/chairs in dining area, as well as sweep/mop dining areas.
* Must be able to open kitchen and perform opening duties efficiently and effectively. The Kitchen Supervisor’s schedule will be required to work at least 5 days a week but not limited to any day or time restraint. Will be working major holidays and weekends.
* This does not limit Kitchen Supervisor to only these duties. All Dietary staff must comply with State Regulations as well as Milne Rules and Regulations and will need to perform their regular daily duties as well as other duties assigned to them by the Dietary Manager.
* The most obvious duty is to oversee the activities in the kitchen. During the prep shift or while the kitchen is in production, the assistant manager must ensure that safety procedures are being followed, health and sanitation measures are being taken, food is being prepared to specifications, and that the operation is running smoothly.
* In some instances the Kitchen Supervisor may need to step in to relieve someone on a break or fill in for an absent employee. This requires the Kitchen Supervisor to have the ability to work every station, from sauté to the dishwashing machine.
* Accountable for the kitchen's inventory, cleanliness, organization, and the ongoing training of its entire staff. Kitchen Supervisor duties can also include carrying out the Assistant Dietary Manager’s directives, conducting line checks, and overseeing the timely rotation of all food product.

*Cook 1*

* Fish Cook – Prepares Fish Dishes
* Roast Cook – Prepares roast and braised meats
* Grill Cook – Prepares grilled foods
* Fry Cook – Prepares fried main meat
* Rounds man Cook – Fills in as needed on stations in kitchen
* Cook 1may work any shift, and many of them work weekends and holidays. The jobs can be full-time or part-time. Cook 1 is on their feet most of the work day, and may need to carry heavy trays of food and dishes.
* Reports Kitchen Supervisor/Dietary Assistant Manager

*Cook 2*

* Vegetable Cook – Prepares hot appetizers, soups vegetables, pasta and starches
* Rounds man Cook – Fills in as needed on stations in kitchen
* Cook 2 may work any shift, and many of them work weekends and holidays. The jobs can be full-time or part-time. Cook2 are on their feet most of the work day, and may need to carry heavy trays of food and dishes.
* Reports Kitchen Supervisor/Dietary Assistant Manager

*Cook 3*

* Pastry Cook – Prepares baked goods such as pastries, biscuits, chocolates, breads and desserts.
* Pantry Chef – Preparing cold foods including salads
* Rounds man Cook – Fills in as needed on stations in kitchen.
* Cook 3 may work any shift, and many of them work weekends and holidays. The jobs can be full-time or part-time. Cook 3 is on their feet most of the work day, and may need to carry heavy trays of food and dishes.
* Reports Kitchen Supervisor/Dietary Assistant Manager

*Prep*

* Sauté Cook – Responsible for all sautéed items and their sauce
* Butcher- Cuts Meat, poultry, and sometimes breads food (such as breading meat and fish)
* Rounds man Cook – Fills in as needed on stations in kitchen
* Beverage Control – Responsible for preparing all beverages for morning, noon, and night. (Coffee, Tea, Juice, etc.)
* Reports Kitchen Supervisor/Dietary Assistant Manager

Prep may work any shift, and many of them work weekends and holidays. The jobs can be full-time or part-time. Prep Employees are on their feet most of the work day, and may need to carry heavy trays of food and dishes.

*Dish*

* Stewards are involved in the scullery, washing up and general cleaning duties of kitchen and dining room area.
* Washing and stocking China
* Clean Ducks and Inventory Room
* Dish Employees may work any shift, and many of them work weekends and holidays. The jobs can be full-time or part-time. Dish Employees are on their feet most of the work day, and may need to carry heavy trays of food and dishes.
* Dishes
* Cleaning dishes makes up a large portion of kitchen duties at the end of the night. Make sure all dishes are washed, rinsed and sanitized according to local health department codes. Post dishwashing methods on the wall above the dish sink.
* Hot Equipment
* Clean hot equipment after it has cooled down. Spraying cleaner on hot oven doors or other surfaces can create dangerous fumes, so always wait for the equipment to cool. Wipe down all equipment surfaces, making sure that grease and spilled food have been removed.
* Break down any equipment, such as mixers or can openers, into parts. Clean each part separately, making sure that all food residue has been removed. Put the equipment back together.
* Food Prep Surfaces
* Wash all food preparation surfaces such as tables or cutting boards. Make sure all food and grease have been removed. Spray the cleaned surfaces with a sanitizing solution and let the surfaces air dry.
* Floors
* Clean your restaurant kitchen floors as the last duty of the night. Sweep thoroughly, making sure all food is removed from beneath equipment and from walk-in refrigerator floors. Mop the floors with a commercial floor mop solution, mixed according to your manufacturer's directions. Rinse the floors with clear water to remove any soap residue and allow the floors to air dry.
* Reports Kitchen Supervisor/Dietary Assistant Manager

Stewarding Check List

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Floors

Clean your restaurant kitchen floors as the last duty of the night. Sweep thoroughly, making sure all food is removed from beneath equipment and from walk-in refrigerator floors. Mop the floors with a commercial floor mop solution, mixed according to your manufacturer's directions. Rinse the floors with clear water to remove any soap residue and allow the floors to air dry.