**Assistant to Lead Chef**

**Dalton Convention Center Posted February 2025**

**Part-Time Variable Schedule**

**Job Summary:**

To work alongside and independently from Lead Chef. Learn menu and recipes from Lead Chef.

Prep for large banquets. Learn how to calculate quantities required for groups of various sizes.

Keep the kitchen clean. Clean as you go. Follow directions and complete to-do lists in a timely manner.

**Essential Job Functions**

Read and understand Function Sheets and Proforma Service Orders which give details on each event and the requirements from the kitchen.

Understand timeline for each event and calculate how long each task will take and plan accordingly.

Follow to-do lists created by chef for daily prep needs.

Learn how to set and maintain a buffet line.

Learn menu and recipes as you go. Ask questions.

Ensures compliance with health, sanitation, safety and regulations by clearly communicating and reinforcing standards and procedures.

Promote teamwork among staff through effective communication, follow through and goal setting.