

### PARTY COOK

#### Role Summary

The Party Cooks main focus is to assist onsite chefs in handling event food safely from event expo to event return.

#### Pre-Event

- Clock in
- Complete pre-shift health screening
- Study the event overview email and/or event worksheet, paying close attention to the menu, and replies with any questions
- Study the event menu to ensure knowledge of allergens, dietary restrictions, and specific menu notes
- Touch base with a chef with any pertinent questions prior to food execution.

Including equipment needs and food details

- Pack event food in an organized and safe manner
- Expo event food, ensuring all food items are accounted for
- Maintain Chowgirls hygiene and appearance standards – see handbook
- Unload food and organizes kitchen areas of BOH prior to first food service time
- Prepare sanitation solution bucket
- Wipe down all food prep surfaces
- Double check kitchen equipment to ensure chefs have all items needed, and everything is functional
- Turn on heating elements to ensure functionality
- Count plates for dinner service

- Warm necessary platters and plates
- Ensure all necessary food has arrived onsite
- Be able to set up the kitchen for multiple styles of service
- Gather and check materials and equipment (listed)
- Attend pre-shift meeting

#### During Event

- Prepares all event food based on menu and timing
- Know and applies Serv Safe practices and standards
- Responsible for food quality and execution in Lead Chef's absence
- Communicate with Event Manager and / or EAM if applicable, in regards to timeline in order to maintain integrity of the food in Event Chef's absence
- Can and seamlessly defers responsibility of food quality and execution upon Lead Chef arrival
- Separation of food from any used equipment
- Separation of new and used equipment
- Food pack up delegation and protocol

#### Post Event

- Breaks down and sanitizes "kitchen" prior to exit
- Helps load event dirties into coordinating vehicle
- Can discern between safe and unsafe food
- Discards unsafe food onsite

Safely saves, packs, and brings remaining safe food to HQ to again, store safely

- ❑ Gives Event Manager list of safe foods leftover

- ❑ Leave both venue and HQ kitchen areas clean and sanitized

### **Kitchen Equipment**

- ❑ Uniform - Chef Jacket, fresh black pants, clean, black kitchen-safe shoes

- ❑ Knife Kit

- ❑ Additional Kitchen Kit – when applicable