

## **JOB DESCRIPTION**

**JOB TITLE** : **CHIEF STEWARD**  
**DIVISION** : **F.B. KITCHEN**  
**JOB CODE** :  
**REPORT TO** : **EXECUTIVE CHEF**

### **GENERAL MISSION**

Under the Supervision of the Executive Chef, within the limits of established policies, procedure, FB criteria, oversee and direct all the stewarding operation.

### **RESPONSIBILITIES AND MEANS**

Supervise all the stewards in their different work locations.

Supervise cleanliness, sanitation, and hygiene.

Responsible for maintenance and care of all operating equipment such as china, glassware, flatware, hollowware as well for the cleanliness off the FB back of the house related areas.

### **ADMINISTRATIVE RESPONSIBILITIES**

Prepare work schedules for all stewards in all work areas.

Interview potential candidates select and proposed for Ex Chef approval.

Conduct with Accounting Dept quarterly physical inventory.

Initiate and submit to Ex Chef all purchase requests for cleaning equipment and detergent for all stewarding.

Minimize breakage, responsible for correct documentation of losses in operation equipment in conjunction with the controller.

### **TECHNICAL RESPONSIBILITIES**

Responsible for the maintenance all dish washing machines, take regular inspection to ensure all

equipment is in good working condition, interfaces with Engineering Dept on a daily basis and ensures the maintenance of all kitchen equipment.

Enforce sanitary procedures that have been established by the management.

Liaise with the Chef regarding Buffet set up /Cleaning.

Set up for Banquet functions and special buffet layouts in the restaurant.

Responsible for the coordination of all garbage removal from all areas of FB and keep good contact with contractor.

Maintain cleanliness of operating and kitchen equipment for banquets.

## **COMMERCIAL RESPONSIBILITIES**

Meet chemical suppliers, work closely with the chemicals company that provide the Hotel with detergents and cleaning chemicals to ensure hotel specifications are followed and training from chemicals suppliers to the stewards are conducted on a regular bases.

## **HUMAN RESPONSIBILITIES**

Establish and maintain effective employee relations in his section.

Develop formal training plans and conducts on-the-job training sessions for kitchen employees.

Conduct under the guidance of the Executive Chef, such functions as interviewing, hiring, employee orientation, performance appraisal, counseling and disciplinary action if necessary to ensure appropriate standards.

## **RELATIONS**

Report directly to Executive Chef.

Coordinate functions and activities with other F/B Departments.

Maintain interdepartmental working relationships.

## **REPLACEMENT AND TEMPORARY MISSION**

Perform any other duties as assigned by superiors.