

## HEAD CHEF

### Job Description & Duties:

- Manage a Team of Chefs
- Supervise with active involvement in the production, preparation and presentation of food for busy restaurant outlets
- Ensure that the organization complies with all statutory hygiene requirements
- Menu creation, pricing, scheduling as well as competitive ordering and food and labor cost awareness is expected
- Research and develop recipes
- Product quality control
- And all other duties deemed necessary and befit this leadership position

### Education, Qualifications, Experience and/or Skills:

- Associate Degree in Culinary Arts
- Minimum of four years' experience as a Head Chef or multiple years' experience as a Sous Chef in a high-end, fine dining restaurant
- Leadership and supervisory experience required
- Knowledge of various ethnic and international cuisines
- Knowledge of food safety, health and sanitary procedures are mandatory
- Ability to work under pressure
- Positive attitude and personal values that complement the corporate ethos

## SUSHI CHEF

### Job Description and Duties:

- Reports to the Head Chef
- Experience in Japanese cuisine and a variety of sushi types is mandatory
- Experience in food safety regulations and procedures are essential
- Preparation of food that is consistent with organizational quality and presentation
- Assist in the creation and planning of menus and daily specials
- Assist in the ordering and re-stocking of kitchen supplies
- Ability to function as a Chef Generalist and have the aptitude to prepare other styles of cuisine as required
- Assist in the preparation of catering
- And all other duties deemed necessary and befit this position

### Education, Qualifications, Experience and/or Skills:

- Associate Degree in Culinary Arts would be beneficial
- Minimum of two years of experience as a Sushi Chef is mandatory
- Minimum of two years as a Chef Generalist is mandatory
- Ability and experience with preparing a variety of local, ethnic and global cuisines
- Strong knowledge in Culinary Health and Safety Standards
- Ability to work well under pressure in an extremely busy kitchen
- Positive attitude and personal values that complement the corporate ethos

## SOUS CHEF

### Job Description & Duties:

- Reports to the Head Chef
- Deputized to manage the team of Chefs in the absence of the Head Chef
- Assist with the day-to-day operations of the Back of House of the restaurant
- Assist with the supervision and active involvement in the production, preparation and presentation of food for a busy restaurant
- Ensure that the organization complies with all statutory hygiene requirements
- Assist with menu creation and pricing
- Assist with scheduling to optimize labour costs
- Assist with researching and developing recipes
- Product quality control
- Any other duty deemed necessary and that befits this position

### Education and/or Experience:

- Associate Degree or Diploma in Culinary Arts or related discipline
- Knowledge of food safety, health and sanitary procedures is mandatory
- Either a minimum of two years' experience as a Sous Chef or five+ years as a Chef Generalist with proven aptitude and potential to move up
- Ability to learn and apply supervisory skills, including conflict resolution
- Knowledge of various ethnic and international cuisines
- Ability to work under pressure
- Good work ethic, positive attitude, and personal values that complement the corporate ethos

## CHEF (GENERALIST)

### Job Description and Duties:

- Reports to the Head Chef
- Preparation of a variety of local, ethnic and global cuisine
- Preparation of food that is consistent with organizational quality and presentation
- Assist in the creation and planning of menus and daily specials
- Assist in the ordering and re-stocking of kitchen supplies
- Assist in the preparation of catering

### Education, Qualifications, Experience and/or Skills:

- Minimum of two years as a Chef Generalist is mandatory
- Knowledge of sushi standards and preparation would be beneficial
- Ability and experience in preparing various cuisines
- Experience in food safety regulations and procedures are essential
- Ability to work well under pressure in an extremely busy kitchen
- Positive attitude, and personal values that complement the corporate ethos

## PASTRY CHEF

### Job Description and Duties:

- Reports to the Head Chef
- Create and prepare dessert menu items
- Order food and supplies for dessert menu items
- Preparation of baked goods
- Research and develop recipes
- Assist in the creation and planning of menus and daily specials
- Assist in the ordering and re-stocking of kitchen supplies
- Assist in the preparation of catering

### Education, Qualifications, Experience and/or Skills:

- Associate Degree in Culinary Arts would be beneficial
- Minimum of three years as a Pastry Chef is mandatory
- Ability and experience in preparing various cuisines
- Experience in food safety regulations and procedures are essential
- Ability to work well under pressure in an extremely busy kitchen
- Positive attitude and personal values that complement the corporate ethos

## KITCHEN ASSISTANT

### Job Description & Duties:

- Knowledge of food safety, health and sanitary procedures is beneficial
- Experience cleaning commercial kitchens and equipment is mandatory
- Must be able to lift up to 50 lbs.
- Flexible and able evenings, weekends and holidays

### Education, Qualifications, Experience and/or Skills:

- Ability to work well under pressure in an extremely busy kitchen
- Positive attitude and personal values that complement the corporate ethos

## RESTAURANT MANAGER

### Job Description & Duties:

- Manage day-to-day operations of a restaurant and catering operation
- Ability to professionally manage employees and customers
- Estimate food consumption, place orders with suppliers, and schedule delivery of fresh food and beverage
- Works closely with the Head Chef
- Direct cleaning of kitchen and dining areas to maintain sanitation standards, and keep appropriate records
- Monitor actions of staff and customers to ensure that health and safety standards and liquor regulations are complied with
- Arrange maintenance and repair of equipment and other services
- Utilize technology to monitor inventory, track staff schedules and pay, and perform other record keeping tasks
- Conduct staff performance reviews
- Must have proven experience in training, cost control, payroll and scheduling
- Ensure that the organization complies with all statutory hygiene requirements
- Menu creation, pricing, scheduling as well as competitive ordering and food and labor cost awareness is expected
- And all other duties deemed necessary and befit this leadership position

### Education, Qualifications, Experience and/or Skills:

- Bachelor's Degree in Culinary Arts, Management, or Business would be preferred
- Minimum of two years' experience in a management position is essential
- Demonstrated track record of successfully managing a restaurant and catering operation
- Conflict resolution experience would be beneficial
- Knowledge of various local, ethnic and international cuisines
- Knowledge of food safety, health and sanitary procedures are mandatory
- Must have proven experience in training, cost control, payroll and scheduling
- Ability to work under pressure
- Good problem-solving skills
- Must be a team player, self-starter, responsible, honest, diligent, have a positive attitude, demonstrate good judgment and able to think quickly and clearly
- Excellent communication, reporting and organizational skills
- Thoroughness and attention to detail are essential
- Strong interest in the restaurant business

## RESTAURANT ASSISTANT MANAGER

### Job Description & Duties:

- Reports to the Restaurant Manager
- Deputized to manage the restaurant and catering operation in the absence of the Restaurant Manager
- Assist with managing day-to-day operations of a restaurant and catering operation
- Ability to professionally manage employees and customers
- Assist with estimating food consumption, placing orders with suppliers, and scheduling delivery of fresh food and beverage
- Works closely with the Head Chef
- Assist with oversight of cleaning of kitchen and dining areas to maintain sanitation standards, and keep appropriate records
- Assist with monitoring actions of staff and customers to ensure that health and safety standards and liquor regulations are complied with
- Assist with arranging maintenance and repair of equipment and other services
- Assist with utilizing technology to monitor inventory, tracking staff schedules and pay, and performing other record keeping tasks
- Assist with conducting staff performance reviews
- Assist with training, cost control, payroll and scheduling
- Assist with ensuring that the organization complies with all statutory hygiene requirements
- Knowledge of food safety, health and sanitary procedures are mandatory
- Assist with menu creation, pricing, scheduling as well as competitive ordering and food and labor cost awareness is expected
- And all other duties deemed necessary and befit this leadership position

### Education, Qualifications, Experience and/or Skills:

- Bachelor's Degree in Culinary Arts, Management, or Business would be preferred
- Minimum of three years' supervisory experience or two years in a management position is essential
- Demonstrated track record of success in a similar position
- Conflict resolution experience would be beneficial
- Knowledge of various local, ethnic and international cuisines
- Ability to work under pressure
- Good problem-solving skills
- Must be a team player, self-starter, responsible, honest, diligent, have a positive attitude, demonstrate good judgment and able to think quickly and clearly
- Excellent communication, reporting and organizational skills
- Thoroughness and attention to detail are essential

## SENIOR WAITER/WAITRESS (RESTAURANTS)

### Job Description and Duties:

- Provides excellent customer service to our walk-in and telephone customers
- Takes food and beverage orders
- Processes orders quickly and efficiently with the kitchen
- Operation of a computer-based hospitality system (Micros)
- Performs basic arithmetic
- Has extensive product knowledge and is confident in making suggestions and recommendations to customers
- Takes initiative to perform additional 'side-jobs' as needed, for example, cleaning windows, resetting tables, refill of condiment dishes
- May perform Captain's duties from time to time

### Education and/or Experience

- Two to three years' experience in the serving in a full-service restaurant
- Knowledgeable about wine and other beverages and takes initiative to learn about the different wines & and spirits
- Full understanding and application of food safety and potential allergens i.e. nuts, gluten
- Must be honest, reliable and demonstrate good judgement
- Ability to write up food and beverage orders in legible handwriting
- Ability to work well in a high-pressure environment
- Must be a team player, responsible, self-starter with a positive attitude
- Strong communication skills with attention to detail
- Ability to think quickly and clearly

## WAITER/ WAITRESS

### Job Description & Duties:

- Reports to the Restaurant Manager
- Provide exceptional customer service and effectively juggle walk-in and telephone customers
- Cash handling, taking food/ drink orders and quickly process orders with the kitchen
- Operate a computer based hospitality micros system and perform basic arithmetic
- Assist in preparation of catering

### Education, Qualifications, Experience and/or Skills:

- Two years' experience in the food and beverage industry
- Ability to write up food and drink orders in legible handwriting
- Ability to work well under pressure in an extremely busy kitchen
- Must be a team player, self-starter, responsible, honest, diligent, have a positive attitude, demonstrate good judgment and able to think quickly and clearly
- Excellent communication skills, thoroughness and attention to detail are essential

## CATERING SUPERVISOR

### Job Description & Duties:

- Reports to the Catering Manager
- Responsible for coordinating the delivery of all food and beverage catering orders
- Assist with the set-up and break-down, cleaning and delivery of catering equipment
- Liaise with Catering Manager to ensure all clients' needs are met

### Education, Qualifications, Experience and/or Skills:

- Minimum of Five years' experience in a restaurant and catering environment
- Valid driver's license is mandatory (minimum Light Truck/Van)
- Must be a team player, self-starter, responsible, honest, diligent, have a positive attitude, demonstrate good judgment and able to think quickly and clearly
- Excellent communication skills, thoroughness and attention to detail are essential

## COFFEE EXPERT/HEAD BARISTA

This is a management position.

### Job Description & Duties:

- Oversee and actively participate in all aspects of a newly established coffee business in Bermuda
- Source and evaluate the raw product, and roast and blend varieties of coffee
- Train staff about coffee and conduct coffee tasting

### Education, Qualifications, Experience and/or Skills:

- Minimum of 2 years as a roaster & barista with a reputable coffee company
- Proficient in cupping and have knowledge of coffee packaging and storage
- Must be able to work with minimum supervision
- Must be able to work evenings depending on the volume of business
- Must be a team player, self-starter, responsible, honest, diligent, have a positive attitude, demonstrate good judgment and able to think quickly and clearly
- Excellent communication skills, thoroughness and attention to detail are essential

Interested applicants should apply in writing and submit two professional references to:  
Ontru: Human Resources – Take Five Limited  
20 Church Street, 2nd Floor, Suite 205,  
Hamilton, HM 11  
Or email hr@ontru.bm

All applications must be received no later than: June 30th, 2017