



arena

FREELANCER POSITION DESCRIPTION

POSITION TITLE: Assistant Chef – International Cuisine

Department: Food & Beverage

Reporting to: Head of F&B

Grade: N/A

Date approved: April 2025

OUR VISION

ASM Global's vision for the Coca-Cola Arena is to provide a state-of-the-art multipurpose indoor Arena with impeccable management to establish it as the region's premier entertainment and sports venue for UAE residents and tourists. To achieve this and to drive inbound tourism, the focus must be on securing premier events, delivering world class branding and marketing, the very best practice's, customer service and operating efficiencies.

OUR MISSION

To be an iconic international standard multipurpose indoor Arena that will place Dubai on the international touring circuit for world-class entertainment and indoor sports to enhance the lives of residents of the UAE and generate significant ongoing growth of inbound tourism to Dubai.

OUR COMPANY VALUES

ACCOUNTABILITY – We follow through on everything and do what we say we are going to do. We believe in taking responsibility for our actions and consistently performing to world-class standards. We have an obligation to create financially sustainable practices and to always remain commercially prevalent.

DIVERSITY – We believe diversity is the foundation to our success. By being inclusive, celebrating all our unique points of view and experiences, and most importantly – embracing and encouraging our people to be their authentic self. Diversity is powerful and a champion for change.

RESPECT – We respect our team of people and treat everyone with politeness and kindness, which in turn creates a culture where individuals feel valued and appreciated. When we respect each other, our level of trust grows and support increases, creating high performing teams.

SAFETY – We believe safety is non-negotiable, core and part of our business – in everything we do. A safe environment creates a great environment. Safety first, every time.

INNOVATION – We believe innovation and creativity is the key to being leaders in entertainment. Innovation is not always easy but the right returns brings value, possibilities and opportunities for our stakeholders.

INTEGRITY – We treat people the way we want to be treated. We undertake our work ethically and honestly and communicate openly and regularly. Integrity is the essence of who we are.



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POSITION PURPOSE:

This role is responsible for preparing banquet offerings as well as concessions menu items ordered by the guest through the point-of-sale system to include performing any cooking, baking, butchering required and performs any and all duties in the kitchen.

AREAS OF RESPONSIBILITY	PERFORMANCE STANDARDS
F&B	<ul style="list-style-type: none">◆ Responsible for preparing hot and cold food to order per standardized recipes◆ Responsible for preparing food items for banquet orders and large groups◆ Provides highest quality service to guests and co-workers at all times◆ Assists with opening and closing inventory counts◆ Sets station up prior to opening to ensure a state of readiness based on historical par levels to ensure adequate supply during service◆ Practices FIFO, (First in, first out), for all products to ensure proper rotation◆ Cook the exact number of items ordered by each customer, working on several different orders simultaneously◆ Distributes food to concession cashier/attendant to serve to customers◆ Requests inventory refills as needed on a timely basis to ensure adequate supply is always available for guest requests
Food Safety & Hygiene	<ul style="list-style-type: none">◆ Adhere to food safety and Dubai municipality regulations.◆ Follows proper food handling techniques and coordinates the use of time, material, and equipment to avoid waste and unnecessary expense◆ Store and properly handle raw and cooked foods and non-food supplies◆ Follows temperature danger zone guidelines to ensure food safety◆ Ensures all products are properly wrapped, labeled and dated



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AREAS OF RESPONSIBILITY	PERFORMANCE STANDARDS
	<ul style="list-style-type: none">◆ Operate equipment, (knives, grill, flat top, fryer, etc.), according to use and safety instructions◆ Keeps work area clean, organized, and sanitary.◆ Cleans and organizes workstation at end of shift to ensure safety guidelines are maintained and the stand is ready for the next shift.
Supervisory Responsibilities	<ul style="list-style-type: none">◆ Supervise cooks and temporary casual staff as needed.

GENERAL RESPONSIBILITY	PERFORMANCE STANDARDS
Promotion of the Arena services and facilities to clients	<ul style="list-style-type: none">◆ Friendly, professional communication◆ Cooperation and willingness to assist◆ Positive image portrayed reflecting a professional company image◆ Commitment to Arena vision, mission and company values
Work Ethic	<ul style="list-style-type: none">◆ Lead by example and act as a role model, ensuring all work practices are conducted in a professional manner.◆ Communication is open, transparent and positive◆ Communicate regularly and effectively with all departments◆ Demonstrate cultural competence and show respect to team◆ Be punctual and on time for work and meetings◆ Ensure grooming and dress code is professional and respectful of the Middle East environment.◆ Efficient and consistent work practices.◆ Ensure confidential meetings/discussions are kept confidential◆ Adhere to ASM Global Code of Business Conduct at all times
Stakeholder Relationships	<ul style="list-style-type: none">◆ Ensure communication is timely, open, honest and transparent.◆ Build, develop and maintain relationships with all key stakeholders.◆ Ensure all communications, verbal or written is conducted in a timely and efficient manner.
Problem Solving	<ul style="list-style-type: none">◆ Timely response to any issues or situations◆ Provide client and or team feedback



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GENERAL RESPONSIBILITY	PERFORMANCE STANDARDS
	<ul style="list-style-type: none"> Identify any potential issues or areas of concern, and come up with ways to improve and resolve situations
Report any damages to property or equipment	<ul style="list-style-type: none"> Follow correct procedures and report any damages Ensure correct paperwork is completed and submitted in a timely manner Contact Director of Services for anything urgent
Other	<ul style="list-style-type: none"> Perform other duties as directed by the Head of F&B. Perform other reasonable duties as directed from time to time. Be flexible and willing to undertake all tasks and activities.

PERSONAL SPECIFICATIONS:

POSITION		ESSENTIAL	DESIRABLE
Qualifications	High School Diploma or Graduate of a culinary school.	✓	
Experience	Minimum 6 year's experience in a catering operation, or central production kitchen Or similar combination of education and experience Previous experience in the UAE, preferably in the event industry Excellent oral and written communication skills Fluent in English	✓ ✓ ✓	✓
Other requirements	Driving license and car Physical requirements of walking, lifting, and standing.	✓	✓
Skills and Knowledge	Up to date with culinary trends globally and experience In the region traditional cuisines	✓	
	Ability to read and interpret recipes and prep list	✓	
	Ability to create recipes and use culinary knowledge to enhance the kitchen menus	✓	
	Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals	✓	
	Intermediate knife skills and cooking skills	✓	
	Create and support a team environment	✓	



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	Conduct work efficiently to meet high demand.		
	Ability to work in a high stress environment.	✓	
	Ability to work in confined spaces for long periods of time.	✓	
	Ability to work in an environment having both hot and cold temperature extremes.	✓	
	Ability to work in a fast-paced environment.	✓	
	Ability to work unsupervised	✓	
	Strong presentation and communication skills	✓	
	IT literate including the full Microsoft Office Suite	✓	
	Ability to work with multicultural team	✓	
	Listening skills	✓	
	Creative thinking	✓	
Personal Qualities	Pleasant personality and adhere to Uniform Standards policy	✓	
	Excellent communication skills at all levels.	✓	
	Excellent internal and external stakeholder management skills	✓	
	Excellent personal presentation and grooming.	✓	
	Willingness to work as a team member.	✓	
	Willingness to accept direction.	✓	
	Well organised.	✓	
	Can do attitude without compromise of safety.	✓	
	Attention to detail.	✓	
	Proven ability to use initiative.	✓	
	Flexibility with working hours	✓	
	Energetic	✓	

I have read the Position Description detailed above and I fully understand and accept the position as described therein.

© ASM Global	Consultant's Name	Department:
Venue: Coca-Cola Arena	Consultant's Signature	Date: