

Job Responsibility Description

Department / Category: Food and Beverage

Job Code:

Job Responsibility: Prep Cook

Grade:

**Reports to: Executive Chef
hourly**

FLSA Status: part-time,

Effective Date:

Revision Date: February 20, 2007

Summary: Cooks will be additions to our culinary team handling everything from standard café menu to upscale corporate events

Essential Duties and Responsibilities:

- Slicing meats and cheeses, baking cookies and desserts**
- Preparing soups, salads, entrees etc. under directive of chef and other managers**
- General kitchen cleaning, dishwashing etc.**
- May be involved in transporting and serving food at banquet functions**
- Waiting on café customers, transporting lunches to members in members lounge**
- Grilling a wide variety of products**
- Assembling salads, sandwiches etc. when café is open**
- Operating register or P.O.S. System**

Competencies:

- Basic culinary skills**
- Basic math and measurement skills**
- Ability to work in a fast paced environment**
- Ability to take initiative with problem solving and jumping in where help is needed**
- Valid driver's license**
- Reliable and punctual**
- Present a quality image to members, renters and outside services.**

Qualifications/Experience: Some cooking/culinary experience or training necessary. Sanitation certificate or training a big plus.

Education/Skills: Cooking, baking, grilling, knife skills all would be beneficial

Work Experience: Having worked in a team environment helpful.

Physical Requirements: Must be able to withstand pressure and strain of working in close quarters and standing for hours at a time, lifting heavy pots, pans, cases of product, working with hot ovens and grills. Hazards may include cuts, burns etc.

Working Environment: Sometimes high stress, often subject to heat and noise. Looking for people who want to maintain a fun, busy, productive and safe environment.

Salary Range: \$8 to \$14 per hour commensurate with experience

Employee Signature: _____ Date: _____

Supervisor Signature: _____