

Job Title: Cook
Department: Culinary
Reports to: Executive Sous Chef/Sous Chef
Date: July 2018
Job Group: Non-Exempt

Position Summary: Prepare and plan all menu items and special requests with proper garnishes. Train and assist other culinary staff to maintain established quality standards.

Essential Job Functions:

- Set-up assigned work station.
- Prepare, cook and plate menu items and special requests of assigned work station.
- Expedite food orders of assigned work station.
- Check on and maintains all pars.
- Rotate, cover and date all food items.
- Prep for following day. Inventory and requisition food items for next day.
- Perform set-up/breakdown and serve food at functions.
- Perform post-service clean-up of work area. Clean and organize refrigeration, freezers and dry storage areas.
- Notify Sous Chef of food shortages and equipment failures.
- Prepare daily production lists.
- Maintain knowledge of food products, their use/availability, and of all menus, and assist/train other culinary staff. Promote teamwork and positive morale among staff.
- Monitor and enforce standards for proper food handling, sanitation and safety, at all times. Ensure adherence to all applicable state and local health and safety regulations.

Other Duties & Responsibilities:

- Assist in inventory counts and controls, and in maintaining cost effectiveness of culinary operation.
- Perform other food preparation and kitchen tasks, as assigned.
- May perform other assignments and duties, as area needs require.

Skills & Knowledge:

- Strong knowledge, skills and understanding in all aspects of culinary field, with major emphasis on international and regional cooking.
- Advanced culinary knife skills; strong knowledge of various cooking methods, preparation of soups, sauces, and stocks; butchering; product identification; expediting, as it relates to assigned work station.
- 1-3 years culinary experience, preferably in a first class resort, hotel, or club, with evidence of formal culinary training preferred.
- Strong communication and interpersonal skills, with ability to read, write, speak, and understand in English.
- Ability to perform basic arithmetic (add, subtract, multiply, divide), with understanding of fractions and units of measure, for recipe adjustments and measurements.
- Strong leadership and organizational skills, with proven ability to lead, motivate, and train other staff.
- Strong knowledge and understanding of health, safety, and sanitation standards/regulations, and methods/practice.

Licensure/Certification:

- None

Special Working Conditions:

- Works in noisy, high temperature environment, with potential exposure to hot surfaces, sharp objects, strong odors and fumes.
- Fast paced physical work that requires ability to stand for long periods, change positions frequently and move various body parts for duration of shift.
- Required to walk, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Must be able to push, pull or lift/move up to 50 pounds, and perform continuous repetitive motions.
- Must have flexible schedule which includes weekends, evenings and holidays. Frequently required to work over forty hours per week.
- Often works under tight deadlines.