



Golf & Conference Center

Job Description for Cook

This brief job profile is to give a general idea of the job and in no way states or implies that these are the only duties to be performed by the employee in this position. In our employees, we look for a passion to anticipate and meet our guests' needs and an insatiable desire to attain the highest levels of quality and service in all areas of the hotel. Interacts with guests in a courteous and efficient manner, an eye for detail and high job standards. English verbal communication skills; second language a plus.

Job title: Cook

Department: Kitchen

Reports to: Kitchen Supervisor

Level: Hourly

Type of position:

Hours ___/week

Full-time

Exempt

Part-time

Nonexempt

Brief General Job Description:

To manage all aspects of food preparation, production, and presentation of meals and food offerings while consistently providing high quality products for all hotel guests.

Essential Functions (*Duties include but are not limited to:*)

- Maintain high sanitation standards throughout the area of responsibility, which will meet or exceed Federal, State, and Local standards.
- Ensure organized and clean storage areas for all food.
- Ensure that all food items are properly handled, and stored at the conclusion of the shift. Properly rotate inventory (FIRST IN... FIRST OUT).
- Prepare food according to specifications for breakfast, lunch, dinner and banquets.
- Pre-prepare and store food for the hotel restaurant and banquets
- Maintain clean and orderly storage areas and proper product pars.
- Clean your workstation "as-you-go" and leave it stocked and clean.
- Work with the manager to create specials to provide additional menu variety and use up available food.
- Maintain control over food security through regular inventories, proper portioning and correct lock up procedures and production methods.
- No food ever to anyone without check or meal ticket (if applicable).

NOTE: Other duties as assigned by supervisor or management

Requirements:

- Requires standing/walking/bending throughout shift and ability to lift up to 50 lbs.
- Great customer service skills
- Able to work all shifts and flexible schedules including weekends and holidays
- Minimum of 18 years of age due to machinery.
- Excellent communication skills and an eye for detail and the ability to multi-task.
- Ability to read and understand basic English

Work experience requirements:

- N/A

Education Requirements:

- N/A

Approved by:

Title:

Date posted: