

<b>Position:</b> Cook	<b>Department:</b> Food and Beverage	<b>Supervisor:</b> Executive Chef, Assistant Chef	
<b>Job Titles Supervised:</b> None	<b>Date:</b> October 6, 2017	<b>FLSA:</b> Hourly (Non-Exempt)	<b>Benefits:</b> Eligible if Full Time

**Overview:**

The Cook is responsible for safely and efficiently preparing and cooking food that will keep our customers coming back. Our goal is to have customers tell us that our food and service is excellent!

**Additional Information:**

In order to apply for this position, you must be legally authorized to work in the United States. Upon hire you must complete the I-9 form within the first 3 days of employment.

We expect our employees to approach their work with passion, enthusiasm, and attention to customer satisfaction. We also expect our employees to champion, embrace and live the company values: Fun, Accountability, Concern for Others, Continuous Improvement, and Trust. Our values are at the center of everything we do. We use them as guides to make decisions and chart our course on a daily basis.

**Essential Functions of the Job:**

- *Regular attendance and reporting to work on time, ready to begin your shift is an essential function of employment (being tardy places an unfair burden on the team)*
- *Ability to work flexible schedules (including weekends, nights, holidays) to meet hotel/guest needs*
- *Communicating effectively, both verbally and in writing (i.e. use appropriate language, display proper tone, attitude and body language when communicating)*
- *Ability to understand and follow instructions as directed by supervisor/manager*
- **Working Safely** is a condition of employment. All employees must follow the safety policies
- *Performing the job duties as described. (Reasonable accommodations will be considered in accommodating disabilities. If you believe you need an accommodation, please speak with your supervisor, General Manager, or Human Resources)*

**Expectations of all Employees:**

- ✓ Be polite, courteous and helpful to all guests and coworkers, displaying a positive "can do" attitude while maintaining a high level of professionalism consistent with the company values
- ✓ Acknowledge our guests with a smile and friendly "hello." Promptly attend to guest needs
- ✓ Comply with all hotel policies and procedures, i.e. Employee Handbook, Conduct Policy, Safety Policy, etc.
- ✓ Comply with guest privacy standards
- ✓ Report to your supervisor or the MOD, **immediately, all injuries** occurring while on duty, *no matter how minor.* (Fraud, Dishonesty and False Statements regarding an injury will result in disciplinary action up to and including termination)
- ✓ Act as a safety and security agent by identifying and reporting potential risks to guests and/or employees to the Manager or General Manager
- ✓ Arrive to work on time (follow call-out policy), and in appropriate work attire, (uniform, foot wear and name tag) neat in appearance
- ✓ Complete work in a timely manner and meet productivity standards/expectations
- ✓ Keep work area clean, neat, and well organized
- ✓ Demonstrate a team behavior and attitude of working together effectively to accomplish tasks (even if outside specific job duties)
- ✓ Seek approval from management prior to working overtime (i.e. punching in early or staying beyond scheduled shift)
- ✓ Perform additional duties as assigned

**Job Duties and Responsibilities:**

- Know and comply with kitchen and restaurant safety and emergency procedures
- Maintain high levels of food quality and safety
- Handle and store food in a safe and sanitary manner in accordance with sanitation codes; date and rotate product; follow storage guidelines for raw food; use first in, first out procedures
- Follow recipes, formulas and plate specification to provide consistency and uniformity in all meals; assist Chef as needed

- Receive orders from servers and prepare meals as requested by the customer (timing orders to come up at the proper time – serving hot food hot, cold foods cold, while ensuring guest satisfaction.) Garnish plates
- Prepare meals in accordance with established portion and quality control standards
- Prepare and control food usage in order to minimize waste and control food costs
- Prepare food for banquets as specified by function contracts
- Maintain sanitation and cleanliness standards in the kitchen area that meet or exceed the state and local health board inspection and brand standards; maintain at all times a well organized and sanitary cooking environment
- Set up, break down and keep work stations clean and organized at all times for the safety of all employees; including but not limited to steam table, sandwich cooler, reach-ins, grill & broiler area, fryolators, salad bar, hot buffet and sink basins
- Respond in courteous manner to guests complaints or requests
- Advise the Executive Chef of low inventory items and performs receiving and inventory duties as specified
- Comply with appropriate meal checklist, rotate foods properly while maintaining an adequate supply of needed products for next shift
- Assist Dishwasher as needed

**Skills Required:**

Provide high level customer service, communicate effectively with guests and team members, follow instructions, ability to learn quickly, pay attention to detail, and maintain composure when working under pressure

**Technical Skills:**

- ✓ Safe and appropriate use and operation of kitchen equipment
- ✓ Knife skills, grill, broiler, sauté and Expediter skills; garde manger experience
- ✓ Speed in meal production while ensuring high quality food

**Experience / Education:**

Minimum 2 years' experience; high school diploma and/or equivalent work experience; experience with receiving orders and inventory control helpful; Culinary Arts education preferred; Serve-Safe Certification and Allergy Awareness Training preferred

**Performance Measurement:**

90 Day performance review, on-going feedback from supervisor, attendance, productivity, feedback from others, Guest Response scores, etc.

**Physical Demands:**

This is a very physically demanding job that requires extended periods of walking, standing, bending, lifting, twisting and kneeling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (See Physical Requirements section for detailed information)

**Employee Acknowledgement:**

I have received a copy of this job description, have read and understand the expectations and responsibilities. I understand that if I need a reasonable accommodation to perform these job duties, I am to speak with my manager, GM, or Human Resources. I recognize that the company reserves the right to modify this job description based on business needs and that I may be asked to perform additional duties as assigned.

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<b>Manager</b>	<b>Date</b>	<b>Employee Signature</b>	<b>Date</b>
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### Physical Requirements of this position

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** Approximate requirements of time tasks are performed in carrying out job duties.

(To update boxes – place cursor to the left of the box, double click, under “Default Value” click on not checked or unchecked to select the box.)

<b>Sitting (Number of hours a worker must be sitting)</b> <input checked="" type="checkbox"/> Not an essential function <input type="checkbox"/> 1-3 hours/day <input type="checkbox"/> 3-7 hours/day <input type="checkbox"/> 7 or more hours/day	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Occasionally sit while doing paperwork, etc.</li> </ul>
<b>Standing (Number of hours standing)</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> 1-3 hours/day <input checked="" type="checkbox"/> 3-7 hours/day <input type="checkbox"/> 7 or more hours/day	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Combination of standing and walking, i.e. Preparing food and cooking</li> </ul>
<b>Walking (Number of hours walking)</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> 1-3 hours/day <input checked="" type="checkbox"/> 3-7 hours/day <input type="checkbox"/> 7 or more hours/day	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Combination of standing and walking, i.e. Obtaining cooking utensils, food, ingredients</li> </ul>
<b>Bending</b> <input type="checkbox"/> Not an essential function <input checked="" type="checkbox"/> Infrequent Bending: 1-120 bends/day (15 bends/hour) <input type="checkbox"/> Moderate Bending: 121-480 bends/day (1 bend/minute) <input type="checkbox"/> Frequent Bending: 481 or greater bends/day (>1 bend/minute)	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Obtaining cooking utensils, food, ingredients</li> </ul>
<b>Squatting</b> <input type="checkbox"/> Not an essential function <input checked="" type="checkbox"/> Infrequent Squatting: 1-120 squats/day (15 squats/hour) <input type="checkbox"/> Moderate Squatting: 121-480 squats/day (1 squats/minute) <input type="checkbox"/> Frequent Squatting: 481 or greater squats/day (>1squat/minute)	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Obtaining supplies, food items</li> </ul>
<b>Kneeling</b> <input type="checkbox"/> Not an essential function <input checked="" type="checkbox"/> Infrequent Kneeling <input type="checkbox"/> Moderate Kneeling <input type="checkbox"/> Frequent Kneeling	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Only may need to kneel on occasion</li> </ul>

<b>Twisting</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent: 1-120 twists/day <input checked="" type="checkbox"/> Moderate: 121-480 twists/day <input type="checkbox"/> Frequent: 481 or greater twists/day (>1 twist/minute)	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Preparing food and cooking</li> </ul>
<b>Lifting Floor to Waist</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent: up to 70 lbs <input checked="" type="checkbox"/> Moderate: up to 70 lbs <input type="checkbox"/> Frequent: up to 70 lbs	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Obtaining cooking utensils, food, ingredients</li> </ul>
<b>Lifting to Waist to Shoulder</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent: up to 50 lbs <input checked="" type="checkbox"/> Moderate: up to 50 lbs <input type="checkbox"/> Frequent: up to 50 lbs	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Obtaining cooking utensils, food, ingredients</li> </ul>
<b>Lifting Overhead</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent: up to 35 lbs <input checked="" type="checkbox"/> Moderate: up to 35 lbs <input type="checkbox"/> Frequent: up to 35 lbs	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Obtaining cooking utensils, food, ingredients</li> </ul>
<b>Pushing / Pulling</b> <input type="checkbox"/> Not an essential function <input checked="" type="checkbox"/> 1-3 hours/day <input type="checkbox"/> 3-7 hours/day <input type="checkbox"/> 7 or more hours/day	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Supplies, food from one location to another</li> </ul>
<b>Wrist / Hand / Fingers Repetitive Movements</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Frequent	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Preparing food, cooking, decorating food</li> </ul>
<b>Cardiovascular - Endurance (Maximum Work-load Required Each Day)</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Light energy requirements <input type="checkbox"/> Moderate energy requirements <input checked="" type="checkbox"/> High energy requirements	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Fast paced environment, on feet – in motion for majority of shift</li> </ul>

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**Manager**

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**Date**

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**Employee Signature**

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**Date**