

Position: Lead Cook	Department: Food and Beverage	Supervisor: Executive Chef	
Job Titles Supervised: None	Date: February 02, 2018	FLSA: Hourly (Non-Exempt)	Benefits: Eligible if Full Time

Overview:

The Lead Cook is responsible for the preparation of high quality meals in accordance with company standards, menu specifications and production schedules set forth by the Executive Chef. The employee may direct the work of other kitchen staff, delegating tasks and instructing them in the preparation/production of all meal periods. As directed by the Executive Chef, this position must follow standard operating procedures, kitchen systems including: preparation logs, inventories, product usage. The employee is responsible for maintaining and adhering to the health and food safety program at all times per state and federal regulation.

This employee must display effective listening and communication skills, initiative, ability to work independently and in teams, and lead by example. The employee must be able to exercise good judgment and discretion, display effective problem solving skills, and provide excellent customer service. Additionally, the employee must have the ability to multi-task, maintain composure under pressure, and display a high level of professionalism, integrity, and follow through.

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 no later than your first day 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 eligible employees. 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:

- Assist Executive Chef (and/or Sous Chef) and assume chef's responsibilities in their absence
- As Subject Matter Expert, assist in training and direction of kitchen employees
- Inspect refrigerator and storerooms for cleanliness and proper temperature
- 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 recipe cards, formulas and plate specification to provide consistency and uniformity in all meals
- 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 (cost conscious)
- Prepare food as directed for banquets (per function contract), dining room, and or in-room dining
- Maintain sanitation and cleanliness standards within 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
- 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
- Participate as advised by Executive Chef or GM on kitchen systems including: recipe cards, preparation logs, PMIX by Item Reporting, Inventories, Product Usage & Yields, waste logs, departmental checkbooks, invoicing reconciliation, Line Set-Up Guides, Product Rotation and Storage Controls for maximum efficiencies at all times

Lead Responsibilities & Expectations:

- Support the hotel in achieving high performance levels in service and profitability
- Hold self and others accountable for achieving results
- Support a culture that promotes high employee morale and performance
- Provide strong leadership, motivate staff to reflect a high level of enthusiasm and guest satisfaction; earn and maintain trust and respect
- Respond to guest/employee concerns or complaints in a timely and courteous manner; (ability to effectively problem solve)
- Effectively coach, motivate, lead and resolve employee concerns by timely communicating on-going positive and constructive feedback, and keeping manager informed as needed
- Assist with keeping timely & accurate documentation; all documentation must be approved and issued by the manager
- Train team how to punch in, out & transfer departments (holds employees accountable via use of missed punch form)
- Assignment of daily duties, based on scheduled staffing to meet hotel needs while effectively controlling payroll; effectively communicate any shortages or needs to management
- Assist in orienting employees per OHM's process and procedures

Skills Required

Leadership, problem-solving, and basic computer skills; ability to share knowledge and teach others to perform tasks, high level customer service, effective communication with guests and team members, able to follow instructions, learn quickly, pay attention to detail, and maintain composure when working under pressure

Technical Skills:

- ✓ Demonstrates creativity
- ✓ Knowledge and understanding of safe use and operation of production 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’ grill experience; experience leading and directing the work of others helpful; experience with receiving orders and inventory control helpful; high school diploma and/or equivalent work experience; 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 up to 50 pounds, twisting and kneeling. Requires flexible working hours including nights and weekends; Extended workdays may be required to accomplish tasks and meet workload demands during peak periods. Reasonable accommodations may be made to eligible employees to perform the essential functions.

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.

Manager

Date

Employee Signature

Date

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 eligible employees 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.)

Sitting (Number of hours a worker must be sitting)	Tasks (not an exclusive list)
<input checked="" type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Occasionally sit while doing paperwork, etc.
<input type="checkbox"/> 1-3 hours/day	
<input type="checkbox"/> 3-7 hours/day	
<input type="checkbox"/> 7 or more hours/day	

Standing (Number of hours standing)	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Combination of standing and walking, i.e. Preparing food and cooking
<input type="checkbox"/> 1-3 hours/day	
<input checked="" type="checkbox"/> 3-7 hours/day	
<input type="checkbox"/> 7 or more hours/day	

Walking (Number of hours walking)	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Combination of standing and walking, i.e. Obtaining cooking utensils, food, ingredients
<input type="checkbox"/> 1-3 hours/day	
<input checked="" type="checkbox"/> 3-7 hours/day	
<input type="checkbox"/> 7 or more hours/day	

Bending	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Obtaining cooking utensils, food, ingredients
<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)	

Squatting	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Obtaining supplies, food items
<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)	

Kneeling	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Only may need to kneel on occasion
<input checked="" type="checkbox"/> Infrequent Kneeling	
<input type="checkbox"/> Moderate Kneeling	
<input type="checkbox"/> Frequent Kneeling	

Twisting	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> • Preparing food and cooking
<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)	

Lifting Floor to Waist	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> • Obtaining cooking utensils, food, ingredients
<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	

Lifting to Waist to Shoulder	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> • Obtaining cooking utensils, food, ingredients
<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	

Lifting Overhead	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> • Obtaining cooking utensils, food, ingredients
<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	

Pushing / Pulling	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> • Supplies, food from one location to another
<input checked="" type="checkbox"/> 1-3 hours/day	
<input type="checkbox"/> 3-7 hours/day	
<input type="checkbox"/> 7 or more hours/day	

Wrist / Hand / Fingers Repetitive Movements	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> • Preparing food, cooking, decorating food
<input type="checkbox"/> Infrequent	
<input type="checkbox"/> Moderate	
<input checked="" type="checkbox"/> Frequent	

Cardiovascular - Endurance (Maximum Work-load Required Each Day)	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> • Fast paced environment, on feet – in motion for majority of shift
<input type="checkbox"/> Light energy requirements	
<input type="checkbox"/> Moderate energy requirements	
<input checked="" type="checkbox"/> High energy requirements	

Manager

Date

Employee Signature

Date