

# **Job Description**

## **POSITION: COOK**

### **NATURE OF WORK**

Direct and participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods which meet the restaurant's specifications, while maintaining a sanitized and orderly kitchen.

### **MINIMUM QUALIFICATIONS**

#### *Education and Experience*

- 2 years of kitchen experience
- ServSafe Manager certification is preferred

#### *Knowledge, Abilities, and Skills*

- Ability to accomplish multiple tasks simultaneously and under pressure
- Ability to interact well with others and as part of a team
- Mature, highly motivated team player with an eagerness to learn
- A positive attitude
- A keen attention to detail & sense of initiative
- Ability to lift 40 pounds
- Ability to maintain professionalism at all times

### **SUPERVISION RECEIVED**

The Cook is overseen by the Executive Chef, Sous Chef, General Manager & Assistant Restaurant Manager.

### **SUPERVISION EXERCISED**

None.

### **POSITION REQUIREMENTS**

#### *Execution of Food During Service*

- Determine how food should be presented and create visually appealing food presentations which conform to the standards set by the Executive Chef
- Food should be prepared to meet restaurant specifications, recipes & taste quality
- Ensure prompt and precise delivery of all food items
- Be knowledgeable about all menu items and their ingredients

- Handle food allergies in accordance with restaurant mandated guidelines

### Food Preparation

- Prepare food items efficiently and in a timely manner
- Check the quality of raw or cooked food products to ensure that standards are met, including maintaining proper temperature guidelines
- Develop specific goals and plans to prioritize, organize, and accomplish your work
- Follow a strict inventory management system as set forth by the Executive Chef
- Ensure that all recipes, food preparations, and presentations meet the restaurant's specifications.

### Attendance & Punctuality

- On-time, dressed in job-appropriate attire, well-groomed and ready to work at your scheduled starting time
- Follow the schedule as set by the manager and exhibit responsibility for punctual attendance at all scheduled shifts unless otherwise agreed upon
- Complete all shifts in their entirety

### Initiative

- Effectively communicate with managers regarding restaurant operations
- During slower periods of business, prepare appropriate menu items

### Acceptance of Constructive Feedback

- Accept constructive feedback appropriately and professionally, with a keen understanding that the long term goals of the business are critical
- Respect managers upon acceptance of constructive feedback

### Improvement of on Feedback

- Upon receiving constructive feedback, make improvements upon such guidelines as stated by the manager
- Exhibit continuous and long term improvement over time on performance feedback

### Side Work & Cleaning Quality

- Maintain an orderly, clean kitchen at all times
- Take initiative to undertake larger kitchen cleaning projects during slower periods of business or as needed

- Following service, all sidework and cleaning must be followed in accordance with cleaning checklist

### *Upholding Food Safety Standards*

- Monitor sanitation practices to ensure that all standards and regulations are followed
- Regularly inspect supplies, equipment, or work areas to ensure conformance to established standards
- Exhibit knowledge of correct food storage, consistent labeling & diligent sanitizing
- Required to be knowledgeable about all proper food handling & sanitation procedures (attached)

### *Professionalism*

- Uphold a professional working relationship with all team members, even during periods of slower business
- Remain in the kitchen area at all times; kitchen employees are not permitted to reside in the dining room or behind the bar

### *Relationships with Co-Workers & Teamwork*

- Encourage and build mutual trust, respect, and cooperation among team members
- Develop constructive and cooperative working relationships with others, and maintain them over time

### *Attitude*

- Maintain a positive attitude even in difficult situations

### **GROOMING AND UNIFORM**

- Maintain a habit of washing your hands as much as possible.
- Keep your hair neat & clean. If long, a hairnet or hat should always be worn.
- Cover coughs and sneezes properly and then wash your hands.
- Always maintain clean and short fingernails. Nail polish should not be worn.
- Professional chef attire should be worn, as well as safe kitchen shoes made with non-slip soles and sealed non-melting uppers.
- Jewelry should not be worn, with the exception of a solid band ring.