

The Great American Bistro Position Description Cook

REPORT TO: Kitchen Manager	EXEMPT: <u>Non-Exempt</u>
-----------------------------------	----------------------------------

SUMMARY

The cook is responsible for preparing and/or directing the preparation of food to be served, complying with all applicable sanitation, health and personal hygiene standards and following established food production programs and procedures. The cook is responsible for appropriate use of facility supplies and equipment to minimize loss, waste and fraud.

DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares or directs preparation of food served using established production procedures and systems.
 - Determines amount and type of food and supplies required using production systems.
 - Ensures availability of supplies and food or approved substitutions in adequate time for preparation.
 - Sets steam table; serves or ensures proper serving of food for tray line or dining room.
- Complies with established sanitation standards, personal hygiene and health standards. Observes proper food preparation and handling techniques.
- Stores food properly and safely, marking the date and item.
- Reports necessary equipment repair and maintenance to supervisor.
- Correctly prepares all food served following standard recipes and special diet orders.
- Plans food production to coordinate with meal serving hours so that excellence, quality, temperature and appearance of food are preserved.
- Apportions food for serving.
- Maintains daily production records.
- Keeps work area neat and clean at all times; cleans and maintains equipment used in food preparation.
- Completes food temperature checks before service.

QUALIFICATIONS

- Prior experience in a related food service position, at least 2 years of experience in high volume kitchen.
- Collaboration Skills and Leadership Skills.
- Customer/Client Focus.

- Flexibility.
- Stress Management/Composure.
- Availability to work evenings and weekends, including holidays.
- ServSafe food handlers license required.
- Has knowledge of farm to table cooking.
- Must be eligible to work in the United States.
- Must agree to background check.
- Bilingual preferred.

WORKING CONDITIONS

This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef’s knives. This job entails frequent exposure to smoke, steam, high temperatures, humidity, extreme cold and noise.

PHYSICAL REQUIREMENTS

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.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

DIRECT REPORTS

This position has supervisory responsibilities.

HR Authorization Signature:

Manager Authorization Signature:

DISCLAIMER

The disclaimer indicates that The Great American Bistro job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform. In addition, a statement is included regarding nonessential functions of the job, such as “May be required to perform other related duties as assigned.”