



Kitchen Staff

Department: Meadow Lakes Restaurant	FLSA: Non- Exempt
Reports to: <i>Kitchen Manager</i>	Representation: <i>Non-Bargaining</i>
Grade: Hourly	Date Adopted: <i>5/1/2017</i> Date Revised: <i>3/1/2018</i>

GENERAL DESCRIPTION OF CLASSIFICATION:

NATURE OF WORK

Under the direction of the Kitchen Manager, we are looking for a skilled Cook to prepare delicious meals according to the menu. You will cook dishes that will delight our customers with their taste and timely delivery.

An excellent cook must be able to follow instructions in cooking and delivering well-prepared meals. They must be skillful in moving around the kitchen and apt in multi-tasking. Experience in using various ingredients and cooking techniques is important.

SUPERVISION RECEIVED/REVIEW OF WORK:

Works under the general supervision of the Kitchen Manager.

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

- Wash, peel and/or cut various foods to prepare for cooking or serving.
- Weigh or measure ingredients.
- Clean fowl, fish or poultry, and shellfish to prepare for cooking or serving.
- Inform management when supplies are getting low or equipment is not working properly.
- Keep records of the quantities of food used.
- Load dishes, glasses and tableware into dishwashing machines.
- Make special dressings and sauces as condiments for sandwiches.
- Mix ingredients for green salads, molded fruit salads, vegetable salads, and pasta salads.
- Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards and other storage areas.
- Remove trash and clean kitchen garbage containers.
- Scrape leftovers from dishes into garbage containers.
- Stir and strain soups and sauces.

- Carry food supplies, equipment, and utensils to and from storage and work areas.
- Clean work areas, equipment, utensils, dishes, and silverware.
- Cut, slice and/or grind meat, poultry, and seafood to prepare for cooking.
- Distribute food to waiters and waitresses to serve to guests.
- All other duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Coursework towards high school diploma or equivalent with previous restaurant experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Attention to Detail and the ability to multitask and keep orders straight.
- Ability to verbally communicate well with the guests, fellow team members and supervisors. Use active listening – giving full attention to what other people for saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of state laws pertaining to proper food preparation and kitchen cleanliness.
- Ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- Ability to estimate and measure sizes and quantities.
- Creativity and Culinary Expertise
- Fast-Paced Decision Making
- Organization
- Team Player

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Must be able to pass a criminal record and background investigation.

Food Handlers license

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

SUPERVISION/LEAD EXERCISED:

This is a non-supervisory position. Incumbents in this position may provide training and orientation to newly assigned personnel.

PHYSICAL DEMANDS/TOOLS & EQUIPMENT USED/WORK ENVIROMNENT & WORKING CONDITIONS:

PHYSICAL DEMANDS OF JOB/POSITION:

The physical demands described here (including lifting, mobility, movement, manual dexterity) 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.

In the performance of the job duties, the employee will be regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is

required to stand. The employee is frequently required to walk, talk, or hear, sit climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; telephones, cash register, kitchen equipment and utensils.

TOOLS AND EQUIPMENT USED:

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; phone; copy and fax machines; kitchen equipment, utensils, and other related tools and equipment.

WORK ENVIRONMENT/WORKING CONDITIONS:

The work environment and working conditions described here are representative of those that are typical of the job and 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.

In the performance of the job duties, the employee will typically perform in a restaurant environment. The Work environment is varied; some office work as well as kitchen activity. Noise levels may be similar to general office work; kitchen noises shall be within 85 decibel range. The work is performed in a temperature-controlled, well-lit building.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.