

<b>JOB TITLE:</b>	<b>LINE COOK</b>
<b>DEPARTMENT:</b>	Food and Beverage
<b>REPORTS TO:</b>	Food and Beverage Manager/Kitchen Manager/Chef
<b>JOB CLASS:</b>	Non-Exempt
<b>EEO CODE:</b>	09
<b>DATE:</b>	5/2019

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### **JOB SUMMARY**

Prepares food in accordance with company recipes and health code standards.

### **ESSENTIAL JOB FUNCTIONS**

The essential functions include, but are not limited to the following:

1. Handles daily prep duties and food production.
2. Ensures food is prepared per Company standard portion sizes, cooking methods, quality standards, kitchen rules, policies and procedures.
3. Handles, stores and rotates all products properly.
4. Follows proper plating and garnish presentations for all dishes.
5. Assists with the development and creation of menu items.
6. Maintains the cleanliness of the kitchen area and ensures that it meets health code regulations.
7. Maintains kitchen stock at line stations to ensure efficient kitchen service.
8. Checks in stock orders delivered by vendors and assists with inventory ordering.
9. Closes the kitchen properly and follows the closing checklist for kitchen stations.
10. Attends and participates in all employee meetings.
11. Demonstrates a commitment to the work and success of the club and the Company by being service- and solution-oriented, having positive interactions with all club staff and members/guests, and meeting established quality, service and safety expectations.
12. Performs additional assignments per the direction of club or Company managers.
13. Regular and punctual attendance on site for all scheduled shifts is required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have the ability to deliver a high level of customer service.
2. Good oral communication skills.
3. Basic culinary skills and knowledge.
4. Understanding of safe food handling procedures and process. Able to direct and maintain a safe and secure environment and operation.

### **EDUCATION AND EXPERIENCE**

1. High School Diploma or GED preferred.
2. Previous experience in food preparation and cooking preferred.
3. Certified Food Handler (rservering.com or Local Certification).

**PHYSICAL REQUIREMENTS**

Seeing and hearing: read documents, computer screen, answer phones, communicate in person	0-24%
Standing and walking	75-100%
Climbing, stooping, squatting and kneeling	0-24%
Dexterity: utilizing phone, typing, writing and commercial kitchen equipment.	50-100%
Lift in excess of 25 pounds	0-24%

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description may be changed or updated at any time without notice.