



Job Description

Job Title:	Cook I
Department:	Kitchen
Reports To:	Chef, Food & Beverage Director, Assistant Food and Beverage Manager
FLSA Status:	Hourly, Non-exempt

SUMMARY

Prepares and cooks meals for customers, employees and for golf outings and functions by performing the duties listed in the Essential Duties and Responsibilities section.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepares and cooks food according to menu and standard operating procedures for each item.
- Works closely with manager on duty regarding daily specials and clubhouse functions.
- Checks all refrigeration for proper temperature controls.
- Observes and tests food being cooked by tasting, smelling and piercing with fork to make sure it is cooked properly.
- Responsible for kitchen organization and proper product levels at all times.
- Keeps all work areas neat and clean during shift.
- Knows the specific requirements of the Health Department and enforces those standards.
- Ensures proper portion control for all prepared items.
- Keeps refrigerators and dry goods shelves clean, organized and rotated at all times.
- Assists manager with the development of inventory standards of sanitation.
- Cleans kitchen and grill daily.
- Follow all rules and guidelines of kitchen and food preparation at all times.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

- Ability to read and comprehend simple instructions, short correspondence and memos. Requires ability to write simple correspondence as well.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Knowledge of all kitchen equipment and operational procedures.

EDUCATION and/or EXPERIENCE

- Minimum 6 months experience in the direct preparation/cooking of menu items
- High School Diploma or GED preferred

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to speak one-on-one effectively to internal and external customers.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This job has no requirements.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. The employee will be working inside or outside and may be exposed to extreme weather environmental conditions.