

COOK JOB DESCRIPTION

DEPARTMENT: Food & Beverage

REPORTS TO: Lead Cook

CLASSIFICATION: Non-exempt without supervisory responsibility (flexible work hours)

SUMMARY/PURPOSE:

Under direction of Lead Cook, is responsible for preparing and cooking menu items. Also responsible for inventory stocking and work area clean up, including dishwashing.

ESSENTIAL FUNCTIONS:

Promote Financial Stability

- Aid customers in selecting food and beverage products.
- Prepare and serve menu selections.
- Follow correct financial transaction procedures and reporting of sales.
- Assist in conducting periodic inventories of food and beverage items.

Foster Teamwork and Cohesiveness

- Attend departmental meetings as required.

ENSURE COMPANY AND Regulatory Compliance

- Safely handle and store all food and beverage products.
- Clean floors, wall surfaces, ceilings and fixtures in the preparation and service areas; follow all safety and cleaning guidelines.

Build Positive Relationships with the Community

- Provide courteous customer service to guests at all times.
- Represent the company with a high degree of integrity and professionalism.

JOB REQUIREMENTS/QUALIFICATIONS:

- Minimum one (1) year customer service experience.

PREFERENCES:

- Food service industry experience.

[GOLF COURSE NAME]

Job Description

Job Title: Cook

Reports To: Lead Cook

Job Summary: Under direction of Lead Cook, is responsible for preparing and cooking menu items. Also responsible for inventory stocking and work area clean up, including dishwashing.

Essential Job Functions:

- Cook and prepare menu items
- Prepare and cook specialty items for large groups
- Maintain clean, sanitary, safe, kitchen
- Maintain clean dining area
- Store and prepare foods in accordance with health department regulations
- May perform counter service duties
- Other duties as assigned

Supervisory Responsibilities: None

Education Requirements:

- High School Diploma or equivalency

Employment Requirements:

- Ability to lift twenty pounds.
- Ability to stand for extended periods of time
- Ability to bend
- Ability to use grill, oven, stove, slicer, and other kitchen utensils
- Ability to add, subtract, multiply and divide
- One year grill cook experience
- Ability to follow written and oral directions.
- Ability to provide customer service in a pleasant manner

Working Conditions: Involves prolonged periods of standing. Kitchen may be hot during summer months. Some exposure to cleaning products and chemicals is possible.

WORKING CONDITIONS:

Physical Demands:

- Standing
- Sitting
- Crouching/Kneeling
- Walking
- Balancing
- Lifting
- Pulling
- Pushing
- Twisting
- Touching/Handling/Feeling
- Hearing
- Talking
- Seeing:
 - ✓ Close
 - ✓ Far
 - ✓ Color
 - ✓ Depth
 - ✓ Small details/print
 - ✓ Peripheral vision

Exposures:

- High Noise Levels
- Vibration
- Electrical Current
- Airborne Particles
- Chemicals
- Fumes/Odors

Additional Comments: _____

This job description provides a summary of the primary components of this job and does not provide an expressed or implied contract for employment. Management may, in its sole discretion, assign or reassign duties and responsibilities to this job at any time. Any revisions, deletions, or additions must be in writing and signed by the General Manager.

The company operates seven days per week, with flexible hours each day. I am aware that business demands may make it necessary to change my accustomed shift. I am also aware that the number of my scheduled hours may fluctuate with business levels.

I have read and reviewed a copy of the above position description and fully understand that violation of any of the stated responsibilities and duties may be grounds for disciplinary action.

 Employee Signature Date

 Manager Signature Date