



<b>Job title</b>	<i>Cook II</i>
<b>Reports to</b>	<i>Executive Chef/Sous Chef</i>

### **Job purpose**

Prepare food in accordance with Club recipes and standards.

### **Duties and responsibilities**

- Prepares all required items for banquets and outlets.
- Sets up service units with needed items.
- Prepares items that are ordered in accordance with established portions and presentation standards.
- Notifies Exec/Sous Chef of expected shortages.
- Ensures that assigned work areas and equipment are clean and sanitary.
- Assists the Exec/Sous Chef in maintaining security and safety in the kitchen.
- Maintains neat professional appearance and observes personal cleanliness rules at all times.
- Sets-up, maintains and breaks down prep cook station.
- Requisitions items needed to produce menu items.
- Adheres to state and local health and safety regulations.
- Covers, dates and neatly stores all leftover products that are re-usable.
- Maintains the highest sanitary standards.
- Coordinates and times orders with other kitchen operations.
- Makes recommendations for maintenance, repair and upkeep of the line prep area and equipment.
- Attends staff meetings.
- Assists with other duties as assigned by the Exec/Sous Chef.
- Understands and consistently follows proper sanitation practices including those for personal hygiene.
- Performs other appropriate tasks assigned by the Exec/Sous chef.
- Utilizes menu for product acquisition.

### **Minimum Qualifications**

- Minimum of 2+ years or more experience as a line cook or banquet cook in a high volume hotel, restaurant or club-style venue.

### **Skills Requirements**

- Works well as a unified member of a team.
- Can self-motivate and complete tasks with minimal supervision.
- Cheerfully greets and respectfully treats all members, staff and guests.

**Physical requirements**

Standing or walking around for extended periods of time, including stairs and slippery surfaces. Moderate to heavy lifting, pushing and repetitive motion are also included. The ability to multi-task and complete tasks in an accurate and timely manner.

**Direct reports**

None.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	