



Job title	<i>Cook I</i>
Reports to	<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

- 4+ years' experience in high-volume country club, hotel or resort-style venues.
- Ability to work both hotline and garde manger, with very minimal supervision.

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.
- Exceptional knife skills and the ability to multi-task.
- Must be a team player and willing to teach, learn and mentor fellow team members.
- Ability and knowledge to create specials pertaining to the cuisine of The Sutter Club.

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.

Approved by:	
Date approved:	
Reviewed:	