

**THE RESORT AT PORT LUDLOW
POSITION DESCRIPTION**

FLSA: HOURLY

POSITION TITLE: LEAD LINE COOK

DIVISION/DEPARTMENT: KITCHEN

REPORTS TO (TITLE): EXECUTIVE CHEF / SOUS CHEF

SUPERVISES: NONE

DATE : 10/24/13

BASIC FUNCTION:

Work with the Executive Chef and Sous Chef(s) to ensure food is prepared to order and department standards are exceeded. Preps and prepares food for restaurant and banquets according to company standards and guidelines. Monitors product and ensures food quality at all times.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE

- High School Diploma or GED equivalent and valid WA state driver's license with a clean record.
- Minimum 2 years cooking experience in fine dining environment.
- Hold a valid Food Handler Card.
- Must be 18 years of age.
- Ability to communicate effectively with employees.

KNOWLEDGE, SKILLS, ABILITIES:

- Proficient in sauté and grill stations.
- Expedite food orders in a fast paced kitchen environment.
- Competent user of knives.
- Able to utilize knife skills to effectively produce products.
- Lead and direct kitchen staff through effective communication skills.

ESSENTIAL FUNCTIONS:

- Prepare food to order and in accordance with quality food standards and written recipes.
- Organize supplies needed to ensure efficient operation.
- Ensure freshness of food and ingredients by organizing product and checking for quality, keeping track of old and new items, and rotating stock.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Responsibilities include but not limited to:
 - Opening, set-up and or closing break down of entire kitchen
 - Checking in orders, putting away orders and rotation of product

- Cleaning and organization of entire kitchen, prep and storage areas
 - Communicate with direct supervisor immediately when unsure how to manage a situation.
 - Responsible for overall productivity and profitability of all aspects of their scheduled shift.
 - Point person for all questions or concerns relative to the shift under their responsibility.
 - Security of kitchen and all food storage areas at close of shift.
- Trains and manages other hourly employees to maintain standards set forth by the Executive Chef and or Sous Chef(s)
 - Follow and promote all safety procedures and food handling standards
 - Set-up, restocks, maintain and clean food preparation areas.
 - Monitor the quality and consistency of all food served from the lines.
 - Supervise or coordinate food preparation activities.
 - Knowledgeable in sanitation and sanitary food handling.
 - Responsible for the direction of the staff in the absence of the Executive Chef and Sous Chef.

MARGINAL FUNCTIONS:

- Attend all mandatory meetings.
- Keep work areas clean & organized.
- Report all unsafe conditions.
- Assists Executive Chef with monthly kitchen food inventory and controllable monthly expenses.
- Uphold the company's Mission/Vision/Values.

ENVIRONMENT:

Work is performed on concrete, tile, linoleum, rubber mats, carpet and stairs. Floors can be wet at times. Rubber soled shoes are required.

ACCOUNTABILITY:

Responsible for preparation of all menu items according to specification and direction from the Executive Chef and/or Sous Chef

Responsible for all heart of the house operations during the shift and communicating concerns to the Executive Chef or Sous Chef.

Monitor business levels and adjust staff accordingly.

ENVIRONMENTAL FACTORS

	YES	NO
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
High Heat	X	
Excessive Humidity/Dampness		X
Noise/Vibrations – Some	X	
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles – Vans	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders	X	

POSITION ANALYSIS/SPECIFICATIONS

	N/A	OCCASIONAL	FREQUENT	CONSTANT
Sitting	X			
Standing				X
Walking				X
Bending Over			X	
Crawling		X		
Reaching				X
Crouching		X		
Kneeling		X		
Balancing			X	
Pushing/Pulling				X
Lifting/Carrying				X
10lbs or less				X
11lbs to 25lbs				X
26lbs to 50lbs				X
51lbs to 75lbs			X	
76lbs to 100lbs		X		
Over 100lbs	X			
Manual Dexterity				X
repetitive wrist movement				X
Fine Motor Skills				X
Gross Motor Skills				X
Eye/Hand Coord.				X
Near Vision				X
Far Vision				X
Color Recognition				X
Hearing				X

IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE