

**THE RESORT AT PORT LUDLOW
POSITION DESCRIPTION**

FLSA: HOURLY

POSITION TITLE: LINE COOK

DIVISION/DEPARTMENT: KITCHEN

REPORTS TO (TITLE): EXECUTIVE CHEF/SOUS CHEF

SUPERVISES: NONE

DATE : 10/24/2013

BASIC FUNCTION:

Work with the kitchen department 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.

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 preferably high volume.
- Must hold a valid Food Handler Card.
- Must be 18 years of age.
- Ability to communicate effectively with department employees.
- Self-directed.

PREFERRED SKILLS:

- Experience in sauté and grill stations.
- Knife skills.
- Expedite food orders accurately and in a fast-paced work environment.

ESSENTIAL FUNCTIONS:

- Prepare food to order and in accordance with quality food standards and written recipes.
- Organize food and ingredients by checking for quality, keeping track of old and new items, and rotating stock to ensure freshness of products.
- Follow all safety procedures.
- Ensure prompt and courteous service to guests to ensure all guest experiences are distinctively supreme.
- Set up restock, maintain and clean food preparation areas.
- Monitor the quality and consistency of all food served from the lines.
- Display knowledge in sanitation and sanitary food handling.

MARGINAL FUNCTIONS:

- Attend all mandatory meetings.
- Keep work areas clean & organized.
- Report all unsafe conditions.
- 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 new menu items according to specification and direction from the Executive Chef.

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

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
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 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