



POSITION: Cook Staff

DEPARTMENT: Golf Restaurant

ACCOUNTABLE TO: Head Cook

SUMMARY OF WORK: As a Cook, it is important for you to understand the importance of your role as part of the Food and Beverage Department. This position is responsible for knowing our menu and being able to cook the menu in its entirety. The cook will prepare meals and follow establishment recipes. Duties include preparing ingredients, adhering to the restaurant menu, and following food health and safety procedures. Cook, clean, assist other cooks and staff and deliver food in a fast-paced environment. Work may include operating a grill, oven, or fryer. Previous experience in a team environment and various cooking methods preferred. Cook staff does prep work and all kitchen responsibility that come with being a cook. Cook staff is primarily tasked with being on the line and cooking from open to close.

TYPE OF POSITION AND HOURS:

- (2) Part-time (20 hours/week) temporary positions
4/10 – 9/29, shifts and days vary based on events and staffing
- (1) Regular Part-time (1500hrs/year) 12-month position
Must be available weekends and holidays
\$12 to \$14/hr. DOE

JOB CHARACTERISTICS:

Nature of work

- Must be able to prepare and cook to bring order items together in an eye-pleasing way in a timely, efficient manner.
- Provide customer service and ensure effective communication with wait staff and other kitchen staff.
- Maintain proper condition and cleanliness of the kitchen areas and service equipment and follow sanitation guidelines.
- Perform assigned side work at the beginning and end of each scheduled shift to be completed.
- Assist the restocking and replenishment of supplies.
- Assist with receiving food and beverage inventory
- Responsible for food and beverage stock rotation
- Assist with general building maintenance
- Notifies supervisor of low inventory and advises F and B Manager of changes in inventory requirements
- Performs other duties as assigned



AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Cook:

- Customer satisfaction on all food coming out of the kitchen
- Performing daily restocking and replenishment of kitchen for subsequent shifts
- Knowledge of menu and products and daily tasks
- Rotate stock items as per established procedures
- Ensure that the food prep area and kitchen are cleaned and sanitized at the end of your shift
- Maintain accurate food inventories
- Properly store food items at appropriate temperatures

JOB REQUIREMENTS:

Knowledge

- Food and beverage experience
- Strong knowledge of proper food handling procedures

Skills

- Communicate effectively both verbally and in writing
- Follow verbal and written instructions
- Prior food and beverage experience
- Ability to work with others
- Scheduling and time management

Abilities

- The ability to describe all menu items and daily specials, prices, and methods of preparation.
- Establish effective working relationships with employees, supervisors, and customers
- Ability to stand for long periods of time
- Complete assigned duties in the allotted time with minimal supervision
- Follow safety routines and practices
- Have the physical stamina to perform required duties

Other Requirements

- Valid State of Montana driver's license
- Reliable means of transportation
- Ability to pass a pre-employment drug screening



EDUCATION AND EXPERIENCE:

- High-school diploma or GED
- ServeSafe Certification preferred

JOB PERFORMANCE STANDARDS:

Job performance criteria include, but are not limited to, the following:

- Performs duties as assigned within the allowed time period
- Adheres to safety practices and procedures
- Deals tactfully with any and all complains and problems that arise from both employees and customers
- Performs duties with a minimum of direction and supervision
- Establishes and maintains effective working relationships employees and customers

EQUAL OPPORTUNITY EMPLOYER

The City of Polson is an equal opportunity employer and does not discriminate on the basis of race, religion, color, creed, national origin, sex, marital status, family status, religious beliefs, age or mental/physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship to the City of Polson.

By signing this document, the employee acknowledges the duties and responsibilities contained within as well as received, read, and understands the contents of this document.

Printed Name: _____

Signed _____ Date _____

Supervisor Name: Pat Nowlen, Director of Parks and Recreation

Signed _____ Date _____