



# Job Description

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## LINE COOK

<b>Department:</b>	<b>FOOD &amp; BEVERAGE</b>	<b>FLSA Status:</b>	<b>HOURLY NON-EXEMPT</b>
<b>Reports To:</b>	<b>EXECUTIVE CHEF/SOUS CHEF</b>	<b>Effective Date:</b>	<b>January 1, 2018</b>

### Job Title: LINE COOK

#### SUMMARY

This position is responsible for maintaining and setting up food production and quality control of all meat, fish, fowl, sauces, stocks, seasoning and all other food items prepared in the different kitchen stations to ensure that every dish is prepared to proper specifications in a timely and consistent manner.

#### ESSENTIAL JOB FUNCTIONS

The position requires the ability to perform the following essential job functions, with or without reasonable accommodation:

- Prepares all food items per standard recipes and/or as specified on guest check to ensure consistency of product to the guest. Visually inspects, selects and uses only food items ideal cooking, in preparation of all menu items.
- Checks and controls the proper storage of product, monitoring age and condition of all food items to rotate and maintain highest quality. Keeps all refrigeration equipment, storage and working areas clean and clutter free, complying with Health department regulations.
- Ensure preparation, plating and presentation standards are maintained and safety standards and regulations are followed to provide the highest quality food standards and consistency.
- Assist the kitchen management in ensuring ordering of all products are accurate and done in a timely manner.
- Ensures that all ordered products are received, stored and handled in conformance with State/Federal food safety guidelines.
- Monitor and control the maintenance/sanitation of the kitchen and equipment to ensure a healthy, safe work environment which meets/exceeds federal, state and corporate regulations.
- Responsible to follow all policies and procedures that relate to the Hotel as well as all local, state and federal laws and regulations
- Regular attendance in conformance with the standards, which may be established by Executive Chef from time to time, is essential to the successful performance of this position.
- Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance.

#### HOURS AND ATTENDANCE

- Up to 40 hours per week with varied and flexible shifts/days, likely to include nights, weekends,

holidays and overtime.

- Regular and predictable attendance in conformance with the Hotel's standards, as may be established from time to time, is an essential job function. Team members with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

### **MARGINAL OR SUPPORTIVE FUNCTIONS**

In addition to performance of the essential function, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the requirements of the hotel.

- Attend mandatory meetings as requested by management from time to time.
- Performs any general cleaning tasks using standard approved cleaning products as assigned by supervisor.
- Keep floors dry and clean to avoid slip/fall accidents.
- Performs other duties as requested, such as moving supplies and equipment, cleaning up unexpected spills. Perform other duties and responsibilities as assigned or required.
- At all times projects a favorable image of Northwest x Southern Hospitality and the Hotel to the public

### **PHYSICAL AND MENTAL DEMANDS OF POSITION, INCLUDING ENVIRONMENT**

The individual holding this position must be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

- Ability to grasp, lift and/or carry, or otherwise, move goods weighing a maximum of 100 lbs. on continuous schedule.
- Ability to stand and to work continuously in confined spaces.
- Ability to perform duties within extreme temperature ranges.
- Good working knowledge of the fundamentals of the broiler, sauté, fry, roast, moist heat and other cooking methods.
- Good working knowledge of accepted standards of sanitation.
- Knowledge of operating kitchen equipment, i.e., stoves, ovens, broilers, steamers, kettles, etc.
- Basic mathematical skills necessary to understand recipes, measurements, requisition amounts and portion sizes.
- This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef's knives. The team member is frequently exposed to heat, steam, fire and noise.
- This position is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.
- OSHA laws require the use of Personal Protective Equipment (PPE) when performing work duties that have the potential of risk to your health or safety.

### **KNOWLEDGE AND CRITICAL SKILLS**

The individual holding this position must possess the following knowledge, skills and abilities:

- Proof of authorization/eligibility to work in the United States.
- High School Diploma or equivalent.
- Culinary, sales and service background.
- College degree in related field preferred.

- Basic mathematical skills and considerable skill in the use of a calculator to prepare moderately complex mathematical calculations without error.
- Ability to listen effectively and to speak English clearly to communicate with customers and team members and prepare written complex reports.
- Must have coordinating skills as pertains to determining time, place and sequence of operations or action.
- Ability to analyze information and make effective judgments.
- Licenses or Certificates-Ability to obtain any government-required licenses or certificates. For example: Washington Health Card; Oregon Liquor Service Permit, Alcohol Service Certification, Food Handlers Permit, etc.
- All team members must maintain a neat, clean and well-groomed appearance (specific standards available).

Upon employment, all team members are required to fully comply with the Hotel's rules and regulations for the safe and efficient operation of Hotel facilities. Team Members who violate Hotel rules and regulations may be subject to disciplinary action, up to and including termination of employment.

***This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.***

***I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth:***

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**TEAM MEMBER SIGNATURE**

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**DATE**