

**Property:** Covered Bridge Golf Club

**Staffer Name:**

**Department:** Kitchen

**Reports to:** Executive Chef

**Position Status:** Part-time or Full-time, Seasonal or Non-Seasonal, Hourly, Non-Exempt

## Job Description

### Position Summary

Prepares food in accordance with Company recipes and standards.

### Essential Duties and Responsibilities

- Prepare and serve all required food items in accordance with established portions and presentation standards.
- Set up service units and prep cook station with needed items. Maintain and break down as appropriate.
- Ensure that assigned work areas and equipment are clean and sanitary according to Company standards and state and local health and safety regulations.
- Maintain security and safety in the kitchen according to Company policy.
- Maintain neat professional appearance and observes personal cleanliness rules and sanitation standards at all times.
- Requisition items needed to produce menu items.
- Cover, date and neatly store all leftover products that are re-usable.
- Perform other duties as appropriate.

### Education/Qualifications/Certifications

- High school required.
- 1 year culinary experience preferred, preferably in the golf industry.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

### Position Physical Requirements

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers
- Give and/or follow verbal and written instructions
- Supervise subordinates
- Visually inspect all work areas
- Operate equipment for several hours at a time
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time

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- Lift up to 100 lbs occasionally, 50 lbs frequently, and 20 lbs constantly

**Supervises**

Kitchen Staff

**Working Conditions**

Work hours may include days and evenings on weekdays and weekends. Work primarily indoors in a restaurant/lounge environment, with some outdoor work involving patio, pool, and on-course service. Will be exposed to sharp utensils, extremely hot stoves and grills, sharp and rapid equipment movements, hot food, potentially dangerous chemicals and solvents on a daily basis. May be exposed, from time to time, to inclement weather, potentially dangerous pesticides, herbicides, fertilizers, equipment movement hazards, and misdirected golf balls. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed at all times.

**Machine/Equipment/Tools Used**

Kitchen equipment, pots and pans, utensils

**Position Description Acknowledgement**

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the Company on an "At Will" basis. I further understand that this position description supersedes any and all prior descriptions issued.

Staff Member \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_