

# JOB DESCRIPTION – PART TIME

## Cook (FOOD & BEVERAGE)



Facility Name:	<b>VENUWORKS OF CEDAR RAPIDS</b>
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### JOB INFORMATION

Job Title:	Cook	Department:	Food & Beverage
Reports To:	David Kelly, Food and Beverage Director	FLSA Status:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Prepared By:	Janna Graber, Human Resources Specialist	Date Prepared:	3/12/2015
Approved By:	Sharon Cummins	Approved Date:	3/18/2015

### SUMMARY

Responsible for the preparation of hot foods for events. Works on the serving line when necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Prepares all hot foods according to preparation sheets given by the lead cooks.
2. Finishes all work assigned by the scheduled time.
3. Uses only recipes approved by the management team when preparing food.
4. Maintains work areas in a clean and orderly fashion and cleans up after self as working.
5. Maintains coolers and dry storage in an orderly fashion.

**OTHER DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

1. Utilizes stock in a rotating manner, using oldest items first.
2. Stores all unused portions or leftovers in a cooler, labeling the item with date and amount.
3. Follows instructions to serve food, restock tables or work the grill when working in the kitchen.
4. Wears a proper uniform at all times and keeps it clean
5. Always practices safe techniques for handling any foods.
6. Takes a nightly inventory of the cook's cooler and freezer including item and amount.

### SUPERVISORY RESPONSIBILITIES

None.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualified applicants must be available to work primarily nights and weekends, and occasionally holidays.

### EDUCATION and/or EXPERIENCE

1. High School diploma, GED or equivalent.
2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicant must possess current, valid driver's license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.
2. Must have or be able to obtain current certifications and licenses required by local, state, and/or Federal guidelines for food production management.

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3. Must be able to successfully complete training to be ServSafe certified through the National Restaurant Association.

### LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.
3. Ability to write routine reports.
4. Ability to deal effectively and courteously with the general public.

### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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