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*Private Management for Public Facilities*

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## **Job Description**

**Position:** Cook

**Department:** Food & Beverage

**Status:** Part Time/Hourly Non-Exempt

**Reports to:** Executive Chef

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**SUMMARY:** This position works in the main kitchen and in concessions preparing food items for the facility.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- ❖ Fulfilling the service per each Banquet Event Orders (BEO).
- ❖ Maintaining all kitchen equipment cleanliness and annual maintenance.
- ❖ Must be creative in designing buffet food presentations.
- ❖ Preparing recipes as directed.
- ❖ Must take direction well.
- ❖ Maintain clean safe working environment.
- ❖ Other duties as assigned.

### **Supervisory Responsibilities**

Supervises temporary labor staff

### **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.

## **Education and/or Experience**

At least one year experience in a banquet facility preparing meals for large events.

## **Skills and Abilities**

Ability to work with other staff members in the facility.

Ability to undertake and complete multiple tasks.

Ability to be creative with buffet food presentations and maintain a quality product.

Attention to detail.

## **Certificates, Licenses, Registrations**

No certifications are required.

**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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk for long hours. Stooping and lifting is also required. Must be able to lift 30 pounds to the waist.

**NOTE:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.