



Job Title: Cook I/II/III
Job Code: 160/161/162
Department: Alder Creek Cafe
Reports To: Alder Creek Kitchen Supervisor
Class Code: 9180
FLSA Status: Non-exempt
File Name: Cook I, II, III Alder Creek Café.doc
Prepared Date: 3/15/2007, updated 9/13/2012, 3/26/15, 10/8/15, 04/16/18, 5/12/2018, 11/18, 4/2019

SUMMARY

Under the direction of the Alder Creek Kitchen Supervisor, the Cook I/II/III prepares a variety of food items. The Cook I/II/III is also responsible for the cleanliness of the kitchen area. Position will begin mid-May. Hours will be generally 9 am to 4 pm. This is a day time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. May be assigned other duties at the Alder Creek Adventure Center as needed, if qualified.

- Provide excellent customer service to guests, customers, employees and business partners.
- Maintain a working knowledge of the Association rules and enforce them accordingly.
- Keep facility clean and free of hazards, debris, and trash. This aspect of the job often includes other custodial duties.
- Cook foodstuffs in quantities according to menu and number of persons to be served.
- Clean and maintain all kitchen appliances and surfaces.
- Take inventory as necessary.
- Assist in upkeep and maintenance of the scramble area.

COOK I

- Entry level line-cook position (pantry, deep fryer stations).
- Must be able to execute basic knife skills, holding the knife correctly, executing the basic cuts (mince, dicing in different sizes and julienne)
- Maintain a clean and orderly work station, at all times, including peak periods.
- Follow the chefs lead in preparing food and other kitchen related tasks.
- Maintain the quality and consistency of the food at ACAC standards, at all times, including peak periods.
- Create prep list for the following meal period at the end of service.

COOK II

- Must be able to execute precise knife skills keeping food prepared by dice or julienne the same size for even cooking.
- Must be able to work proficiently in the entry level stations (pantry and fryer).
- Must be able to cook to the correct temperatures all griddle top menu items and must know the temperatures on hamburgers (R MR M MW W).
- Must be able to work the griddle, pantry or deep fryer independently while maintaining the quality and consistency of the food as set by The ACAC chef.
- Follow the chefs lead in preparing food and other kitchen related tasks.

COOK III

- Must have precise knife skills including some butchering skills with fish and steaks.
- Must know temperatures for meat, fish and steaks and be able to produce a properly cooked product, at all times, especially during very busy peak periods.
- Must master all of The ACAC's cooking stations: pantry, broiler, sauté, fryer, and griddle.
- Must be familiar with The ACAC prep kitchen and be able to step in on prep work during non-peak periods. Must be able to read and follow recipes, including baked items.
- Knowledge of ordering of product in the chef's absence.
- Must be able to oversee other employee's in the chef's absence.
- Follow the chefs lead in preparing food and other kitchen related tasks.
- Must be able to lead the line on a regular basis. In the absence of the ACAC Kitchen Supervisor, will be asked to take charge of the tickets and the flow of service.

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. At least 18 years old preferred.

EDUCATION and/or EXPERIENCE

At least one year of experience from a culinary institute; or two years related experience and/or training in the food and beverage industry; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended. California Food Handlers card required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear and taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, and risk of radiation. The noise level in the work environment is usually loud.