

Employment Opportunity: 1st Cook – Part time
Department: Bensalem Township Country Club
Salary: \$20.00/hour

POSITION SUMMARY

The 1st Cook is responsible for preparing assigned food items. They must follow the recipes and the portion control guidelines set by the chef and/or food establishment. They will be responsible for setting up the prep station, stocking inventory, and maintaining sanitation standards. To be successful in this role, the ideal candidate will possess excellent communication and multi-tasking skills. Ultimately, you will play an essential role in contributing to our customer satisfaction and restaurant growth. Perform other duties as requested by the Chef and/or Food and Beverage Manager with the day-to-day operations of the banquet facility. This is a part-time position, up to thirty (30) hours weekly, and flexible schedule necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

It must be recognized that all specific duties cannot be listed and that responsibilities will change accordingly as the need arises. 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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensuring the preparation station and the kitchen are set up and stocked.
- Preparing simple components of each dish on the menu by chopping vegetables, cutting meat, and preparing sauces.
- Follows recipes, portion controls, and presentation specifications as set by the banquet facility.
- Ensure that all dishes are prepared in a timely manner by restocking ingredients at work station and meeting prep times to ensure smooth delivery.
- Reporting to the executive chef and following instructions.
- Ensure quality and freshness of ingredients and products.
- Set up and clean station according to restaurant protocol.
- Maintain a clean work station area, including kitchen equipment, tables, and shelves.
- Making sure food preparation, storage areas and walk-in coolers meet health and safety standards.
- Cleaning prep areas and taking care of leftovers.
- Stocking inventory and supplies.
- Has understanding and knowledge to properly use and maintain all equipment in station.
- Performs additional responsibilities, although not detailed, as requested by the chef, kitchen manager and/or Food and Beverage Manager at any time.

REQUIREMENTS

- High School Diploma or equivalent required; culinary degree preferred.
- 1-3 years of experience cooking in a restaurant, hotel, or resort.
- Must possess basic cooking skills and understand how to use a variety of food service equipment.
- High volume line experience necessary.
- Prep experience necessary;

- Banquet experience preferred.
- Understanding of cooking methods and procedures, and food handling procedures.
- Ability to perform tasks with accuracy, speed and attention to detail.
- Ability to read and follow cooking directions.
- Ability to work calmly and effectively under pressure.
- Must be organized and self-motivated.
- Ability to work in a team environment.
- Commitment to quality service, and food and beverage knowledge.
- Maintain a positive and respectful attitude.
- Cooperate in performing other duties deemed reasonable and necessary by the management. Provide service in any and every way. Go the extra mile to provide the standard of service our guests expect.
- Works weekends, holidays and evenings.

PHYSICAL DEMANDS

Must possess manual dexterity sufficient to safely use kitchen equipment. This position will require 100% of the time standing. Vision sufficient to read printed materials and read small print on labels and recipes. Physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead. Physical mobility sufficient to move about the work environment, physical strength to lift from the floor up to 50 lbs. unassisted, and up to 100 lbs. with assistance.

WORK ENVIRONMENT

Working environment is mainly indoors. Bending, crouching, or kneeling, reaching in all directions for prolonged periods of time. Physical mobility sufficient to move about the 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.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Team Members holding this position will be required to perform any other job-related duties as requested. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.