

City of Sherburn

Position Title: **Cook**

Department: **Liquor Store**

FLSA : Non-Exempt

UNION STATUS: None

REPORTS TO: Liquor Store Manager

SUPERVISES DIRECTLY: None

SUMMARY OF POSITION:

The purpose of this position is to accurately and efficiently cook meats, fish, vegetables, soups, and other hot food products as well as prepare and portion food products prior to cooking. Also perform other duties in the areas of food and final plate preparation including plating and garnishing of cooked items and preparing appropriate garnishes for all hot menu item plates.

MINIMUM REQUIREMENTS

- High school diploma or equivalent
- Take instructions well and be a team player
- Ability to read, write, and speak English and do math computations
- Excellent oral communication skills
- Positive interpersonal skills

DESIRABLE QUALIFICATIONS

- Scratch cooking experience
- Good knife skills
- History of safe work habits

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

GENERAL RESPONSIBILITIES

- Prepares a variety of meats, seafood, poultry, vegetables, and other food items for cooking in broilers, ovens, grills, fryers, and a variety of other kitchen equipment
- Cook and package batches of food, such as hamburgers and fried chicken, which are prepared to order or kept warm until sold
- Cook the exact number of items ordered by each customer, working on several different orders simultaneously
- Assumes 100% responsibility for quality of products served
- Read slip order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions
- Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies, and procedures

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- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period
- Maintain sanitation, health, and safety standards in all work areas and equipment
- Handles, stores, and rotates all products properly
- Assists in food prep assignments during off-peak periods as needed
- Substitute for and/or assist other employees during emergencies or rush periods
- Closes the kitchen properly and follows the closing checklist for kitchen stations
- Perform such other duties related to the position as assigned and/or necessary

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.

- Ability to speak and hear
- Identify and distinguish colors
- Will walk for long periods of time, possibly extended distances
- Frequently lifts/carries up to 25 lbs and occasionally lifts/carries up to 50 lbs
- Able to reach hands and arms in any direction and kneel and stoop repeatedly
- Noise level is usually moderate, but can become loud
- Flexibility is required to work a varied schedule including nights, weekends, and some holidays
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to make sauces and soups, cut meat, and assemble visually stimulating platters
- Knowledge of basic kitchen equipment
- Ability to work in a fast paced hot environment
- Ability to operate large volume cooking equipment such as grills, deep fryers, or griddles
- Ability to operate credit card machine

NOTE: The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTE: The City of Sherburn is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.