



## LINE COOK/FOOD PREP

This person is dependable, possesses excellent interpersonal and communication skills and will exercise a professional demeanor regardless of the flow of business. This person is responsible for ensuring he/she meet industry food handling standards at all times. He/she will have knowledge of food production, consumption, storage and handling techniques. He/she will commit to maintaining a current food handler's certificate at all times, will follow the tasks below, do his/her best to meet the needs of the business even if requests are not included in this list of duties and responsibilities and will follow the policies and procedures in the Staff Handbook.

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- **Production and Processing** — Experienced cook, with knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- **Food Preparation** - Season and cook food according to recipes or personal judgment and experience. Portion and wrap the food or place it directly on plates for service to patrons. Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures. Create specials and amend menu seasonally with the approval of the owner.
- **Inspecting Equipment, Materials, Supplies and Product** for quality and standards. Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices. Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock. Ensure food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills, and roasters. Store food in designated containers and storage areas to prevent spoilage.
- **Cleaning & Sanitizing Work Areas** - Clean and sanitize work areas, equipment, utensils, dishes, or silverware, floors, counters, etc.

Employee has read and agrees to perform all duties outlines in the job description for this position. Employee agrees to use training tools and refer to the Staff Handbook Policies & Procedures. By signing below employee acknowledges this document:

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Signature of Hiring Manager:** \_\_\_\_\_