

**Side Bar Café LLC
Cook Job 2 Description**

Job Title: Cook 2	Effective Date: April 09, 2019
Department: Kitchen	Revised:
Supervised By: Brecht, Larry	Approval Signature – Managers
Supervises: No Supervisory Responsibility	

Work schedule:

This is a fulltime position. Your regular work schedule is Monday – Friday 6:30 AM – 3:00 PM. Excluding all state holidays.

To be successful:

The ideal candidate will have to be coachable, open to learning our recipes to ensure food consistency. Willing to work in a team environment, clean and practice proper food handling procedures and give 100% effort daily.

Education/Training: A high school diploma or equivalent preferred. Must be 18 years of age. Must have a current Food handler card. 5 years of cooking experience preferred. Experience cooking of a flat top grill, range, fryers and ovens.

Skill(s): Candidates must have the ability to multi-task meaning having the ability to cook and monitor several items at the same time. Can work in a culturally diverse environment. Excellent customer service skills including the ability to greet all customer's in a positive professional manor regardless of national organ, religious believe and any other protect class under discrimination laws. Ability to leave their personal issues outside of work environment. Able to manage time effectively.

General Responsibilities

Responsible for preparing and proper preparation of food to be served complying with all applicable food safety regulations, sanitation standards, health, and personal hygiene standards and following established food production programs and procedures. Responsible for appropriate use of facility supplies and equipment to minimize loss, waste, over portioning and fraud.

Essential Duties

The following is a list of essential duties. Additional duties may be assigned as needed.

1. Ensure all freshly baked items such as muffins and croissants are in their proper display case for customers
2. Properly cleans and sanitized all counter tops, cutting boards, sink and knives at the beginning of work shift, during and end work shift.
3. Takes over main kitchen and completes cooking the days entrees and soups as needed

4. Completes prep of potatoes and vegetables.
5. Ensure prep of all meats and chicken for the grill for lunch is completed daily
6. Store food properly and safely, using our shelf life labels marking product name, date prepared and date the product must be used by and signs name.
7. Report necessary equipment repair and maintenance to supervisor.

Task List - Cook

1. Ensures sanitizer bucket has clean sanitizer in it to ensure work area's knives and cutting boards are properly cleaned and sanitized prior to each use.
2. Properly cleans and sanitizes work counters at beginning of work shift.
3. Correctly prepare all food served following standard recipes.
4. Preps and properly labels and stores vegetables such as carrots, celery and home fries for soups and breakfast for the next couple of days. Must monitor and maintain prep levels
5. Completes cooking lunch entrees, properly stores in hot hold box until time to set up line for lunch.
6. Preps and cooks bacon, sausage and chorizo as need to ensure front line cook has products.
7. Ensures, work area always clean and organized.
8. Cleans range top, grill top fryers, oven doors and handles, reach door handles station counter tops and sink is cleaned prior to going to the front line for lunch.
8. Complete food temperature checks once per hour to ensure compliance.
9. Works fry and deli station for lunch. Working closely with grill cook by ensuring lunch sides are cooked, hot and placed either on a plate or to go container. Calls out guest order # ensuring the customer receive the correct items they ordered.
10. Make sandwiches in accordance to cooks ticket ensuring the right spreads and, produce and deli meats are on the sandwich.
11. At the end of grill cooks shift you will take over the grill for the remainder of lunch.
12. Closes grill station by completing the following
 - a. Properly tuning off the gas,
 - b. Scrape the grill down to remove all burned on products.
 - c. Use pan & grill a grill pad, grill screen and pad holder to clean the grill. The grill should be the stainless-steel grill top should be completely clean with no oil or residue left of the grill.
 - d. Wipe down the front of the grill and control nobs.
 - e. Properly wraps. Labels and store all deli counter items in their proper location.
 - f. Turns off fryer, heat lamp is turn off. Wipes down fry station and counter tops.
 - g. Properly store lunch sides are closed and put back into the freezer in their proper location.
 - h. Properly closes all bread, bun bags and roll bags so the do not dry out. Please them in their proper location.

Weekly cleaning duties

1. Once a week all the main kitchen cooking equipment must be properly cleaned.
 - a. Range
 - b. Grill
 - c. Both fryers are filtered and or oil changed
 - d. Convection oven

- e. Shelves in main kitchen
 - f. Cooks reach in refrigeration
 - g. Drawer in cooks counter
 - h. Cleans floor drains in kitchen cooks area. One under sink and the other under the steamer.
2. Polish the stainless steel in main kitchen
- a. Exhaust hood
 - b. Range and fryers fronts. Splash guard on range, grill and fryers
 - c. Oven doors and sides
 - d. Cooks reach in doors, top and sides

Employee rights to know:

Work environment:

The work environment for this position is the kitchen. There is the risk of cuts, burns, slips and falls, the risk of slight strain of muscles and or of disks due to lifting. The environment is warm and can become hot depending on the time of year.

Physical requirements:

The employee must have the ability to see. They will need to have close vision, distance vision, peripheral vision. They must have full use of hands and arms to be able to grasp, lift, carry and hold. Full use of fingers with the ability to bend and curl fingers. The ability to walk. Stand for several hours at a time, Also the ability to bend the waist and knees. The ability to squat, kneel, move on hands and knees. Ability to stand after kneeling and squatting.

Potential risks:

Since you are working in the kitchen you are working with hot equipment, potential burns from the oven, range, grill and toaster. The potential of cuts from knives, peelers, mixers and or blenders, slicer, open cans and other sharp items and or edges of pans and counters.

Safety and sanitation:

All employees must always practice proper hand washing and sanitation practices. Proper lift any packages by bending at the knees, firmly grasping the package with both hands, Secure the load near your body and slowly lift with your knees and legs. **Never bend at the waist and power lift load or packages.** If the package is too heavy always ask for help. Always use a cart to push loads that weigh more than 10 pounds.

Receipt and Acknowledgment

I acknowledge and understand that employment is at will employment. Meaning that either the employee and or employer may terminate the employment relationship at any time with or without prior notice. If no labor laws have been violated:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Home and the Corporation.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____