



# BEAR VALLEY SPRINGS ASSOCIATION JOB DESCRIPTION

**JOB TITLE:** Cook I

**DEPARTMENT:** OTCC - #24 and/or Mulligan Room #15

**CLASSIFICATION:** Full Time; Hourly, Non-Exempt

**SALARY RANGE:** \$16.86 – \$20.54 max per hr.

**JOB PURPOSE OUTLINE:**

Cook I prepares and cooks food orders, including meat, fish, poultry and related items according to prescribed menus, recipes or member/guest specifications. Responsible for the preparation, quality, portions and plated presentation of food items prepared. Ensures all food orders meet specifications established by the Chef's recipes, production methods and standards indicated in the recipe book and as shown in the respective photographs. Promotes teamwork with coworkers, advances his/her knowledge and abilities and shares them with others and knows, observes and enforces objectives, policies, standards and procedures set forth by BVSA.

**REPORTS TO:** Under the direction and supervision of the Executive Chef, Sous Chef or his/her designated "Lead" culinary employee.

**SUPERVISES:** Member/guest food orders and kitchen station resources.

**WORK ENVIRONMENT:** Bear Valley Springs Association kitchens, restaurants, bars, food service areas, waste areas and storage areas.

**ESSENTIAL JOB FUNCTIONS / KEY RESPONSIBILITIES**

- Knows and properly prepares recipes for all items on current BVSA menus.
- Effectively works at all Mulligan Room and OTCC kitchen stations including, Grill, Fry, Pantry, Prep, Banquet and Utility performing station prep and executing orders according to ticket or BEO specifications in a timely manner and properly breaking down station after meal service and cleaning according to standards.
- Inspect, prepare and sanitize kitchen equipment and tools for use during shift.
- Ensure proper size and weight of food portions.
- Prepares for, executes and breaks assigned station according to standards.
- Read and interpret documents such as POS orders, recipes, safety rules, operating and maintenance instructions, and procedure manuals.
- Monitors quantities of food and supplies to avoid supply shortages.
- Completes reports, work orders, waste sheets, supply orders or other documentation as required.
- Ensure that kitchen areas including floors, counters, shelves, grill, oven, stoves, refrigerators, freezers, store rooms, are clean, safe and sanitary during and at the conclusion of shift.
- Ensure proper labeling, storage and rotation of all food items.
- Perform all opening and closing duties.

- Follows BVSA Employee Handbook and policies.
- Follows departmental policies and standard operating procedures.
- Successfully passes bi-annual station and skills assessment tests.
- Utilize proper knife skills and safety practices at all times to ensure the safety of self and coworkers.
- Performs other kitchen functions or service needs as directed by supervisor.

**KEY RELATIONSHIPS:** Members and member guests, Executive Chef, Culinary Employees, Servers, Server Assistants, Maintenance Department, and Janitorial department.

**QUALIFICATIONS:**

- Must possess a CA Food Handler’s Certificate within 30 days of hire.
- Advanced knife skills required.
- Knowledge of cooking techniques including, baking, broiling, braising, frying, grilling, roasting, poaching, sauté and stewing.
- Two years previous restaurant kitchen experience in a three meal restaurant preferred.
- Must be at least 18 years of age or older.
- Basic math skills.
- Ability to write basic reports and correspondence.
- Ability to speak effectively with customers or employees of the organization. Must be able to communicate orally and write in English.
- Must be able to work a flexible work schedule to include Days and Swing.
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to feel or handle, reach with hands and arms, see, talk, hear, and taste or smell. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 30 pounds.

**STANDARD SPECIFICATIONS / DISCLAIMER**

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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Signature of Employee      Date:

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Signature of Department Mngr.      Date: