



BEAR VALLEY SPRINGS ASSOCIATION JOB DESCRIPTION

JOB TITLE: Pantry Cook

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

CLASSIFICATION: Regular Part-time; Hourly, Non-Exempt (20-29 hours per week)

SALARY RANGE: \$15.76 - \$19.21 per hr.

JOB PURPOSE OUTLINE:

Pantry Cook is responsible for the proper presentation and preparation of all pizzas, desserts, cold appetizers, soups and salads, assures that all items are prepared as specified by the Chef's recipes and policies as 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 or his/her designated "Lead" culinary employee.

SUPERVISES: Kitchen Pantry Station.

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

ESSENTIAL JOB FUNCTIONS / KEY RESPONSIBILITIES

- Prepares salads, desserts, soups and other menu items according to daily forecasted requirements and in accordance with recipe specifications and presentation standards.
- Inspects and prepares kitchen equipment and tools for use during shift.
- Prepares baked goods for restaurant according to forecasted needs and in accordance with recipe specifications and presentation standards.
- Ensures proper size and weight of food portions.
- Prepares for, executes and breaks down pizza station according to standards.
- Reads and interprets 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.
- Cleans and sanitizes kitchen equipment, tools and utensils.
- Ensures 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.
- Ensures proper labeling, storage and rotation of all food items.
- Performs all opening and closing duties.
- Follows BVSA Employee Handbook and policies.

- Follows departmental policies and standard operating procedures.
- Assists other Kitchen employees as needed or as directed by supervisor or manager.
- Utilizes 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.
- Successfully passes bi-annual station and skills assessment tests.

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 baking, sautéing, braising, grilling and other cooking techniques.
- 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.

Signature of Employee Date:

Signature of Department Mngr. Date: