

TITLE: Cook/1st, 2nd, 3rd, Non-Event
DEPARTMENT: Alerus Center
REPORTS TO: Chef
EMPLOYMENT STATUS: Non-Exempt (hourly)
APPROVED DATE: November 4, 2013

SUMMARY

This position is responsible to prepare hot foods for banquets. Work on serving line when necessary.

The person in the position of Cook must possess and demonstrate the following values:

- **Customer Focus:** Is dedicated to meeting and/or exceeding the expectations and requirements of internal and external customers.
- **Integrity and Trust:** Is dedicated to consistently sharing information; fostering open and clear discussions; establishing and communicating expectations, standards and rules and takes responsibility for our work and actions.
- **Respect and Communication:** Consistently exhibits courteous, respectful, non-defensive and appropriate communication; presents information in a concise and understandable format; understands and values the roles and responsibilities of co-workers; works collaboratively with others to achieve objectives; adheres to organizational policies and procedures.
- **Teamwork and Appreciation:** Is flexible and supports the diverse personal and professional needs of fellow co-workers; celebrates personal and organization achievements; welcomes differences of opinion and accepts decisions reached; works cooperatively with others in accomplishment of joint tasks; and contributes to a positive work environment through fostering collaboration and providing tangible contributions.

ESSENTIAL DUTIES AND REPSONSIBILITIES

Essential duties may include, but are not limited to, the following:

A. DUTIES:

1. **Customer Focus:** Is dedicated to meeting and/or exceeding the expectations and requirements of internal and external customers.
2. **Integrity and Trust:** Is widely trusted and is seen as a truthful individual who keeps confidences, admits mistakes, doesn't misrepresent him/herself and is highly respectful of others.
3. **Communication:** Consistently exhibits courteous, respectful, non-defensive and appropriate communications and presents information in a concise and understandable format.
4. **Teamwork:** Works cooperatively with others in the accomplishment of joint tasks and common objectives. Contributes to a positive work environment, fosters collaboration and provides a tangible contribution.

B. RESPONSIBILITIES:

1. Preparation of food.
2. Works on a banquet line.
3. Works in other areas when needed.
4. Preparation Procedures:
 - Prepares all hot foods according to preparation sheets given by the lead cooks.
 - Finishes all work assigned by the scheduled time. If you will not be able to complete it in time, notify the lead cook.
 - Uses only recipes approved by the Chef when preparing food. Most are located in the office.
 - Maintains work areas in a clean and orderly fashion. Cleans up after self as working.
 - Maintains coolers and dry storage in an orderly fashion. Utilizes stock in a rotating manner, using oldest items first.
 - Stores all unused portions or leftovers in cooler, labeling the item with date and amount.
5. Follows instructions of lead cook to prepare appetizers, plates or garnishing when working on a food line.
6. Follows instructions of lead banquet cook to serve food, restock tables or work the grill when working on a banquet line.
7. Be flexible when asked to work in other areas.
8. Wears proper uniform at all times and keeps it clean.
9. Always practices safe techniques for handling any foods.
10. Takes a nightly inventory of the cook's cooler and freezer including item and amount.
11. Any task issued by management will be considered part of the job.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have interpersonal communication and problem solving skills. Must possess dedication to providing the highest level of customer service to our guests. Must have a positive and friendly demeanor.

LANGUAGE SKILLS

Must possess full ability to read, write, speak and understand English.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

PHYSICAL DEMANDS

The Physical strength required performing assigned tasks.

WORK DEMAND

Able to work flexible schedule including evenings, weekends, and holidays.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to successfully complete any certified training to be ServSafe through the National Restaurant Association.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.