



Tolowa Dee-ni' Nation/Lucky 7 Casino Enterprises



Position Description

Title: Prep Cook	Department: (41) Kitchen
Class: Skilled	FLSA: Non-Exempt
Status: Full Time/Part Time	Pay Grade: III
Supervisor: Kitchen Manager	Subordinates: None
Effective Date: Revised June 2014	

Position Summary:

Assist the Line Cook with daily preparation of menu items.

Essential Duties and Responsibilities:

- Complete opening and closing checklist.
- Clean all food service areas.
- Refer to Daily Prep List at the start of each shift for assigned duties.
- Prepare a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.
- Understands and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- Maintain a clean and sanitary work station area including tables, shelves, walls grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range and refrigeration equipment.
- Closes the kitchen properly and follows the closing checklist for kitchen stations.
- Assist others in closing the kitchen.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Promptly reports equipment and food quality problems to Kitchen Manager.
- Inform Kitchen Manager immediately of product shortages.
- Use Standard Recipe Card for preparing all products.
- Performs other related duties as assigned by the Kitchen Manager.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High school diploma or general education degree (GED); or one to three months related experience and/or training or equivalent combination of education and experience.
- A minimum of 6 months of experience in kitchen preparation and cooking.
- At least 6 months experience in a similar capacity.
- Qualified Indian Preference applies.

Language Skills:

Read a limited number of two-and three-syllable words. Recognize similarities and differences between word and between series of numbers. Have the ability to print and speak simple sentences. Must be able to communicate clearly with managers and kitchen personnel.

Mathematical Skills:

Ability to calculate figures and amounts such as discount interest commissions proportions, percentages, area, circumference, and volume. Apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 30 pounds. Be able to work in a standing position for long periods of time.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

Exposed to heat, electrical appliances, gas, refrigeration, sharp tools.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____