



C&J CATERING

and events

JOB DESCRIPTION

GENERAL INFORMATION:

Job Title: Cook
Department: Culinary

SUMMARY:

The Cook is responsible to assist the Sous Chefs with preparing and cooking ingredients by washing and chopping vegetables, cutting meat etc. Undertake basic cooking duties such as reducing sauces, parboiling food etc. Prepare simple dishes such as salads, entrees etc as well as more complex task such as braising, meat fabrications etc. Maintain a clean and orderly kitchen by washing dishes, sanitizing surfaces, taking out trash etc.

ACCOUNTABILITIES:

Due to the fluctuating nature of the Company's operation, it may be necessary to perform a multitude of different job roles and functions. Therefore, as an essential part of your job, you will be expected to assist others in the execution of their responsibilities or perform tasks not specifically outlined in your job description in order to complete any component directly related to the success of the company or an event.

Adherence to any written standards of operation, policies and procedures, manuals, memos, oral instructions, etc. is expected at all times.

ESSENTIAL FUNCTIONS:

1. Assist culinary team with measurement and preparation of ingredients
2. Participate in food preparation and portioning prior to service and at special events.
3. Ensure food quality and consistency by following designated company recipes.
4. Uphold safety and sanitation procedures throughout the kitchen.
5. Maintain personal hygiene and ensure food safety standards are met in all stages of food preparation.
6. Work in dish room, occasionally, on as needed basis.
7. Take out trash, mop floors and keep work and surrounding kitchen area clean.

REPORTING RELATIONSHIPS:

1. Reports directly to: Executive Sous and Sous Chef
2. Directly supervises: N/A

DIMENSIONS:

1. WORK EXPERIENCE: Culinary experience preferred.
2. SKILLS: Excellent knife skills preferred. Ability to follow directions required.
3. EDUCATION: N/A
4. CERTIFICATE/LICENSE: Valid Driver's License
5. LANGUAGE: Complete written and oral knowledge of the English language is required.
6. RESPONSIBILITY: N/A
7. SECURITY/CONFIDENTIALITY: All materials and information obtained through working with our company may not be given or transferred outside of the company. Violation of confidentiality is grounds for termination.
8. TRAINING: Any training held is mandatory.
9. PERFORMANCE STANDARDS: Must be willing to adjust to last minute changes, engage and assist sales and kitchen staff and supervise a multi-cultural staff and fill in wherever needed.
10. WORKING CONDITIONS/ENVIRONMENT: Fast paced environment, high noise level, frequent walking, long hours on big event days and lifting up to 50 lbs.
11. ATTENDANCE REQUIREMENTS: Hours worked are variable due to the nature of the business. Must be able to work nights and weekends are required for business needs.

Receipt and Acknowledgement

I acknowledge and understand that:

- 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, task, 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 Company.
- I have read and understand this job description:

Printed employee name: _____

Employee signature: _____ Date: ___/___/___