

## **Pine Mountain Lake Association Job Description**

**Job Title:** Line Cook  
**Job Code:** 60  
**Employee Name:**  
**Department:** The Grill  
**Location:** The Grill at Pine Mountain Lake  
**Reports To:** Head Chef  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 06/05/2017 sm

### **SUMMARY**

Prepares and cooks necessary menu courses for restaurant patrons and maintains kitchen cleanliness by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assists Chef in food preparation and cooking according to appropriate menu
- Prepares steam table and station set-up necessary for menu service, broiler, deep fryer, and soup wells
- Stocks and cleans pantry, walk-in freezer and refrigerator, and reach-in cold boxes
- Stones and oils grill and empties grease trays daily
- Properly cleans and sanitizes stovetops, work areas, and walk-in cold storages
- Performs necessary restocking or set-up for next shift
- Performs other duties in kitchen such as dishwashing when assigned
- Regular, punctual attendance is required
- Other duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

- Directly supervises and guides the dishwashers on duty
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsibilities include planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems

### **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.

### **EDUCATION and/or EXPERIENCE**

One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, safety guidelines, policy procedures and memos. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the Association.

### **MATHEMATICAL SKILLS**

Ability to add and subtract, multiply and divide in units of measure.

**REASONING ABILITY**

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

**CERTIFICATES, LICENSES, REGISTRATIONS**

ServSafe Food Handler certification

**OTHER SKILLS AND ABILITIES**

Ability to operate specific kitchen equipment and tools. Must conform to working various hours/days as scheduled by the Head Chef or The Grill Manager.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; to stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.