

Pine Mountain Lake Association Job Description

Job Title: Seasonal Lakeside Café Cook
Job Code: 64
Department: Marina
Location: Marina
Reports To: Marina Manager
FLSA Status: Non-Exempt
Prepared Date: 2/19/2025 sa/mw

SUMMARY

Familiar with commercial kitchen equipment such as grill tops, fryer, grease traps, oven, slicer, etc. Good communication skills with other employees within the Lakeside Café. Must maintain a clean, sanitary, and efficient work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Prepares food and kitchen set-up, maintenance, and sanitation.
- Must adhere to grooming guidelines according to all Food and Health Safety certifications at the start of your shift, i.e., hair pulled back, gloves, coverings, etc.
- Performs cleaning and sanitizing of stove and grill tops, grease traps, work areas, and cold storages.
- Performs necessary restocking or set-up for next shift.
- Report food spoilage to Lakeside Café Lead or on duty manager daily.
- Ability to read recipes and prepare food accordingly.
- Responsible for understanding food safety and hold Food Handler's card (Obtain upon hire).
- Assists workers in order taking procedures and customer relations techniques, and implements new or revised information on products or merchandise such as pricing and availability.
- May operate cash register and prepares order tags.
- Required knowledge of how to use a grill, fryer, deep fryer, knife, or other means of cutting items, etc.
- Regular, punctual attendance is required.
- You may be scheduled weekends and holidays during the season.
- Must be at least 16 years of age or older.
- Performs other reasonable duties as assigned.

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

Must be at least 16 years old and up to one-month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively before groups of property owners and guests.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

C.P.R. and first-aid training certification required. Food Handlers Card or certification upon hire.

OTHER SKILLS AND ABILITIES

- Ability to operate specific equipment and tools
- Ability to use cash register
- Good communication skills (verbal, nonverbal and written)
- Must be able to multitask
- Ability to adjust to your audience
- Ability to work as a team member

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; manual dexterity to handle, or feel objects, tools, or controls; reach with hands and arms and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 occasionally works near moving mechanical parts and is regularly exposed to fumes or airborne particles. The employee is frequently exposed to wet and/or humid conditions and risk of electrical shock. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals and extreme heat.

The noise level in the work environment is 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.