

Job Description

Job Title: Line Cook	Issue Date: March 2010	
Department: Food & Beverage	Reports to: Chef	
Responsibilities/Duties		
1. Food preparation, portion control and presentation.		
2. Cook complete meals or individual dishes and foods, as instructed by Chef.		
3. Read food order slips and prepare and cook food according to instructions – working on several different orders simultaneously.		
4. Check food quality and quantity.		
5. Clean food preparation areas, cooking surfaces and utensils, wash dishes		
6. Maintain a safe work environment.		
Health and safety responsibilities: <ul style="list-style-type: none"> • Responsible for sanitation and general Health and Safety in the kitchen. (ie. cleaning spills, knife safety) 		
Qualifications		
Education		
What is the minimum level of formal education necessary for an individual to successfully perform this job?		
College: <input type="checkbox"/>	University: <input type="checkbox"/>	Trade: <input type="checkbox"/>
Program:	Program:	Specify:
Completed High School: <input type="checkbox"/>	Some High School: <input checked="" type="checkbox"/>	
Please list any professional certification/designation required for the position: None		
Please list any professional certification/designation that is preferred for this position: None		
Experience		
Cooking experience is required.		

Training	
Is specialized training necessary to perform this job? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Whisky Run Golf Club Policies and Procedures, Health and Safety Procedures • WHMIS 	
Skills and Competencies	
Technical:	
<ul style="list-style-type: none"> • Knife handling skills, speak, read and write English, • Basic math, good attention to detail, good focus, good memory, • Able to multi-task. 	
Behavioural:	
<ul style="list-style-type: none"> • Customer service, communication, teamwork, professionalism, respect for others, • Able to take direction. 	
Working Conditions	
Scheduled work week: Sunday - Saturday Shift rotation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Variations to regular work week: As per schedule	
Number of hours per week: 40+ Number of hours per day: Varies	
List any aspects of your work environment that pose risks:	
<ul style="list-style-type: none"> • Heavy lifting, slips and falls, burns 	
Other Qualifications	
<ul style="list-style-type: none"> • None 	
Physical Demands	
List any physical demands associated with the position:	
<ul style="list-style-type: none"> • Heavy lifting, • Long periods of standing, • Hot environment • Busy environment with visual and verbal distractions. 	
List any equipment routinely used on the job:	
<ul style="list-style-type: none"> • Kitchen equipment • Dishwasher • Golf Cart • Knives • Cleaning materials 	
Supervision	
List job titles of all direct reports:	
None	

Employee Name: _____ Signature: _____

Date: _____ Supervisor Signature: _____