**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**

Job Description

Job Title: Line Cook

Department: Seascape Kitchen

Reports To: Executive Chef

FLSA Status: Non-exempt

Prepared By: Human Resources

Prepared Date: 07/08/11

Approved By: Seascape Manager

**Summary:** Prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foodstuffs for consumption in the Seascape Restaurant by performing the following duties.

**Essential Duties and Responsibilities**: include the following: Other duties may be assigned.

Reads menu to estimate food requirements and orders food from supplier or procures food from storage.

Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles.

Measures and mixes ingredients according to recipe to prepare soups, salads, gravies, desserts, sauces, and casseroles.

Bakes, roasts, broils, and steams meats, fish, vegetables, and other foods. Adds seasoning to foods during mixing or cooking.

Observes and tests foods being cooked by tasting, smelling, and piercing with fork to determine that it is cooked.

Carves meats, portions food on serving plates, adds gravies and sauces, and garnishes servings to fill orders.

Supervises other cooks and kitchen employees.

Washes, peels, cuts, and shreds vegetables and fruits to prepare them for use.

Butchers chickens, fish, and shellfish.

Cuts, trims, and bones meat prior to cooking.

Bakes bread, rolls, cakes, and pastry.

Prices items on menu.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies :

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Responds promptly to customer needs.

Interpersonal Skills - Remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; Responds well to questions.

Teamwork - Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Planning/Organizing - Uses time efficiently.

Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Quality - Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Seeks increased responsibilities; Asks for and offers help when needed.

**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:**

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.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Database software.

**Certificates, Licenses, Registrations:** Must obtain Servsafe Food Handler Certificate/Card.

**Other Skills and Abilities** Must be 18 years or older.

Must be willing to work various shifts including holidays.

Must pass pre-employment drug screening and random drug testing.

Indian Preference.

**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; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must frequently 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 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 is regularly exposed to moving mechanical parts. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

Signature: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_