

CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA
Job Description

Job Title: Prep Cook
Department: Seascope Restaurant/Kitchen
Reports To: Shift Supervisor
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 02/29/16
Approved By: CEO

Summary: The primary responsibility of this position entails assisting workers engaged in preparing foods, observing a consistently high standard in preparation, completion, and presentation of plates; ensuring restaurant patrons and guests are satisfied with their dining experience by performing the following duties.

Essential Duties and Responsibilities include the following: Other duties as assigned.

Performs as a team member with management, food servers, bus people, and kitchen staff in producing a smooth and efficient running operation

Responsible for pantry organization

Prepares food in the kitchen

Cleans, cuts, stores and otherwise prepares food for cooking

May assist line cooks in one or more kitchen stations, including grill, broil or fry

May assist in the finalization and the presentation of each plate and ensures the appropriate temperature

Assist in garnishing and artistic elements during meal preparation

Receives direction from Line Cook, Chef and or Executive Chef

Follows all Seascope recipes

Completes all items on 'Back Up List'

Assist with receiving deliveries

Responsible for maintaining a clean and sanitary work area at all times in full accordance with State Health Regulations

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform this job successfully, an individual should demonstrate the following competencies/qualifications satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

Teamwork - Balances team and individual responsibilities; supports everyone's efforts to succeed.

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; maintains a neat and clean appearance.

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

Adaptability - Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent according to personnel policy manual. Must be able and willing to work various shifts including; weekends, late evenings, and holidays.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Language Skills - Work requires effective communication in English, both verbal and written form in a professional manner.

Reasoning Ability - Ability to apply common sense understanding to carry out simple instructions with attention to details.

Computer Skills - To perform this job successfully, an individual should have knowledge of Order processing systems and basic computer skills.

Mathematical Skills – Solid understanding of basic math and be able to do it quickly and competently.

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. Work permit required if appropriate.

Certificates, Licenses, Registrations:

Ability to obtain Servsafe Food Handler Certificate/Card within 30 days of employment.

Ability to pass pre-employment drug testing and random drug testing.

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; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 10 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 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. The noise level in the work environment is usually moderate. The employee may be exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles.

Signature: _____

Date: _____

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

Job Title: Dishwasher
Department: Seascape Restaurant
Reports To: Shift Supervisor
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 02/29/16
Approved By: CEO

Summary: The primary responsibility of this position entails maintaining the dish work areas and restaurant equipment and utensils in clean and orderly condition; ensuring restaurant patrons and guests are satisfied with their dining experience by performing the following duties.

Essential Duties and Responsibilities: Include the following and other duties may be assigned.

Performs as a team member with management, food servers, bus people, and kitchen staff in producing a smooth and efficient running operation

Scrapes food from dirty dishes and washes and sanitize them by hand or places them in racks in dishwashing machine

Washes and sanitize pots, pans, and trays

Returns all clean wares to their proper locations. Washes dish tables, walls, shelves, and meat boards

Empties and cleans as necessary, all garbage bins and replaces bags throughout the daily shift

Stocks and refills dishwasher supplies, chemicals, and equipment between storage and work areas

Check dishwasher chemicals at beginning of shift and PH test strip test mid-shift. Inform manager if incorrect

Maintain dishwasher by emptying and removing and cleaning filters mid shift when necessary and end of shift

Assists in receiving, stocking, and inventory procedures

Responsible for maintaining a clean and sanitary work area at all times in full accordance with State Health Regulations

May assist other restaurant personnel with opening/closing duties as necessary

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies/Qualifications:

To perform this job successfully, an individual should demonstrate the following competencies/qualifications satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Teamwork - Balances team and individual responsibilities; supports everyone's efforts to succeed

Quality - Completes work in timely manner, with attention to detail and appearance. Ability to meet productivity standards, works quickly

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

Adaptability - Changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent according to personnel policy manual. Must be able and willing to work various shifts including; weekends, late evenings, and holidays.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Language Skills - Work requires effective communication in English, both verbal and written form in a professional manner.

Reasoning Ability - Ability to apply common sense understanding to carry out simple instructions with attention to details.

Education and/or Experience:

High school education or equivalent; or up to one month related experience or training; or equivalent combination of education and experience. Work permit required if appropriate.

Certificates, Licenses, Registrations:

Ability to obtain Servsafe Food Handler Certificate/Card within 30 days of employment.

Ability to pass pre-employment drug testing and random drug testing.

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; reach with hands and arms; 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, 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. While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

Signature: _____

Date: _____