



## Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<b><u>1. Department Name:</u></b> Food & Beverage	<b><u>2. Name (last, first, middle initial):</u></b> 	
<b><u>3. Classification Title:</u></b> Line Cook	<b><u>4. Working Title:</u></b> Same	
<b><u>5. Department Budget #:</u></b> 65	<b><u>6. Division Name:</u></b> Prairie Star Restaurant	<b><u>7. Section/Work Unit Name:</u></b> NA
<b><u>8. Work Phone:</u></b> 	<b><u>9. Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	
<b><u>10. Name/Title of Supervisor:</u></b> Executive Chef/ F&B Manager	<b><u>Supervisor Cell Phone:</u></b> 	<b><u>Supervisor Work Phone:</u></b> 

**11. Position Status:**

Seasonal  Occasional   
 Full Time  Part Time  Exempt  Non-Exempt

**12. In one short paragraph, summarize the main purpose of the position to include duties and responsibilities and/or services provided. Human Resources will use this text when positing this position for hire.**

Under the supervision of the Director of Food & Beverage and/or Executive Chef, the Cook position ensures all food is prepared and handled utilizing standardized recipes, proper sanitation procedures and required storage procedures as set forth by SAGC.

**13. Minimum Qualifications:**

Minimum 17 years of age. Must be able to work a flexible schedule including early mornings, afternoons, nights, weekends and holidays. Must possess Food Handling Certification or obtain within 60 days of hire.

**14. Knowledge, Skills, Abilities:**

- Positive attitude & team player
- Basic cooking and knife skills
- Willingness to learn procedures
- Ability to follow standardized recipes

**15. List the duties and responsibilities of the position. Begin with the most important duty and list in decreasing order of importance.**

**Duties/Functions/Tasks**

- Assist in all areas of production up to, but not limited to, hot stations of sauté, grill, pantry, middle, prep, banquet prep and pastry assistant.
- To ensure that all food (during all aspects of storage, preparation, and execution) is maintained to the standards of the Wind Dancer and Prairie Star Restaurants as detailed by management.
- To ensure the daily cleaning/organization of walk-ins and reach-in boxes to ensure proper sanitation procedures. To ensure all guests are satisfied according to standards as set forth by management.
- To work with the goal of no food item disposals during service.
- To ensure that all food prepared from hot line is consistent from plate to plate emphasizing consistency, quality, freshness, presentation, and quick execution.
- To ensure that food is served in a timely fashion with emphasis on 1) re-fires, 2) desserts and 3) hot food.
- To ensure that respective stations are broken down including, but not limited to:
  - a) Wrapping, labeling, storing of all food into clean containers.
  - b) Removing all rags from each station that were used during service.
  - c) Wiping clean and sanitizing all flat surfaces in each station
  - d) Remove all materials not necessary for next day service from all workstations.
  - e) Ensuring all food throughout kitchen is properly stored (back tables, all sinks, walk-ins)
- To listen to and analyze feedback from customers, employees, and supervisors to make judgments and take action to implement suggestions for improvement.
- Maintain working rapport with all staff for efficient operation and service to customers.
- To ensure all food received on a daily basis is stored in its respective storage space in a timely matter.
- To follow all other guidelines - with respect to each station/position - as set forth periodically and communicated to all personnel by management.

Maintain a clean, safe work environment and report accidents, injuries and unsafe work conditions immediately to supervisor. Ensure uniform and personal appearance are clean and professional. Review and follow the Employee Policies and Procedures handbook. Maintain confidentiality of proprietary information and protect SAGC assets. Notify supervisor of any important issues as necessary.

Develop and maintain positive working relationships with all staff, and support SAGC to reach common goals. Essential functions of this position include attendance and punctuality.

Attendance and punctuality at work are essential functions of this position.

Perform other related duties as assigned by the Director of Food & Beverage and/or Executive Chef. On occasion, will be under direct supervision of the Food & Beverage Director.

**PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS**

	NA	NE	O	F
Speaking				X

	NA	NE	O	F
Hearing				X
Interacting with others				X
Seeing in limited light			X	
Seeing objects at a distance				X
Seeing objects peripherally				X
Seeing close work (e.g., typed print)			X	
Distinguishing colors			X	
Reading			X	
Writing			X	
Calculating				X
Editing	X			
Evaluating	X			
Interpreting	X			
Organizing			X	
Sitting				X
Walking				X
Running		X		
Bending, Twisting, Kneeling				X
Pushing/Pulling			X	
Climbing (includes into/out of cramped spaces)	X			
Crawling (includes into/out of cramped spaces)	X			
Swimming (Indoors)	X			
Swimming (Outdoors)	X			
Repetitive motion of hands/fingers			X	
Grasping with hand, gripping				X
Lifting/carrying 10-25 pounds				X
Lifting/carrying 26-50 pounds				X
Lifting/carrying more than 50 pounds			x	
Driving (regular class D license – list under # 22)				X
Driving (CDL Class A, B, or C – list class and endorsement under # 19)	X			
Work in/exposure to inclement weather			X	
Work at heights (e.g., towers, poles)	X			
Exposure to dust, chemicals, or fumes, exhaust			X	
Exposure to loud noises			X	
Exposure to infection, germs, or contagious diseases		X		

	NA	NE	O	F
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids	X			
Exposure to needles or sharp implements			X	
Exposure to electrical current (not outlets)	X			
Exposure to smoke, excessive heat, and fire (generally protective services)			X	
Exposure to aggressive/angry people (protective services)	X			
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)			X	
Firing Weapons	X			
Restraining/grappling with people (protective services)	X			
Other: Standing				

16. List machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., required to perform the essential duties of the position (e.g. car, fire apparatus, calculator, bulldozer, drill, Excel, etc.)

Slicers, Fryers, Grill, Dish Machine, Blenders, etc.

17. List any license (i.e. driver's license), registration, permit, certification, physical or other standards etc. required by tribal, state or federal law, or regulation as necessary to perform the duties and responsibilities of the position. Please be specific.

n/a

18. List any laws, rules, regulations, standards, codes, or other regulatory guides regularly used in performing the work. Examples are tribal law, statutes, federal regulations, professional standards, building codes, trade practices, and procedure manuals. Please be specific.

Food handling

19. SUPERVISORY RESPONSIBILITIES (Must be reflected as an Essential function in Section 16)

NO, the position does not directly supervise (go to Section 23)

YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

**Level Definition of Authority**

- 1 = Employee effectively recommends and/or takes action.
- 2 = No authority.

Position Title(s) Supervised	Supervisory Actions								
	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge


**20. Manager Certification** – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**21. Employee Signature** – I have read and understand the above statements.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_