



## 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>Position Title</u></b> Line Cook	<b><u>Department</u></b> Food & Beverage/WindDancer Bar & Grill	
<b><u>Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	<b><u>Manager/Supervisor:</u></b> Food & Beverage Manager/Executive chef	<b><u>Status:</u></b> Non-Exempt Full-Time

1. **GENERAL POSITION DESCRIPTION:** 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.
2. **MINIMUM QUALIFICATIONS:** Minimum 17 years of age. Must be able to work a flexible schedule including early mornings, afternoons, nights, weekends and holidays. Previous cook experience preferred but not required. Must possess Food Handling Certification or obtain within 30 days of hire.
3. **KNOWLEDGE AND SKILLS:**
  - Possess and maintain a positive attitude & be a team player
  - Possess basic cooking and knife skills
  - Possess a willingness to learn procedures
  - Possess the ability to follow standardized recipes
4. **DUTIES AND RESPONSIBILITIES:**
  - 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.
  - Ensure all food (during all aspects of storage, preparation, and execution) is maintained to the standards of the WindDancer and Prairie Star Restaurants as detailed by management.
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### PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS

	NA	NE	O	F
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	NA	NE	O	F
Speaking				X
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	

	NA	NE	O	F
Exposure to loud noises			X	
Exposure to infection, germs, or contagious diseases		X		
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				

17. 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.

5. 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

6. 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

7. **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.

**Supervisory Actions**

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

8. **Supervisor 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 \_\_\_\_\_

9. **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 \_\_\_\_\_

10. **Director 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 \_\_\_\_\_

11. **Director of Golf/General 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 \_\_\_\_\_