



## 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> Prep 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 Part-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 morning, afternoons, nights, weekend, 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:**
  - Preparation of food items, and preparation of bulk food items for WindDancer and Prairie Star, including banquet services.
  - 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.
  - Responsible for preparation, bulk preparation, and follow recipes for food preparation.
  - 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.
  - Maintain a clean, safe work environment and report accidents, injuries, and unsafe work conditions immediately to supervisor.
  - Ensure uniform and personal appearance are clean, professional, and according to company Dress Code.
  - Other duties as assigned.

## PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS

	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	

	NA	NE	O	F
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		
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			X	
Firing Weapons	X			
Restraining/grappling with people (protective services)	X			
Other: Standing				

**5. MACHINERY, TOOLS, EQUIPMENT USED:** Slicers, Fryers, Grill, Dish Machine, Blenders, all kitchen equipment.

**6. CERTIFICATIONS REQUIRED:** Food Handling Certification

**SUPERVISORY RESPONSIBILITIES:** This position does not directly supervise.

## **Employee Certification**

I acknowledge that I have read and understand the Position Description for Line Cook and I agree to perform the requirements set forth in this document.

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

**Print Name:** \_\_\_\_\_

## **Manager Certification**

I acknowledge that I have review the Position Description for Line Cook with the above employee and acknowledge their signed receipt of the document.

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

**Print Name:** \_\_\_\_\_