

Job Description- Line Cook

Job Title: Line Cook
Reports To: Head Chef
Number of Direct Reports:

Division: Restaurant
Original Date: January 2021
Revision Date:

JOB SUMMARY

Reporting to the Sous Chef and or Head Chef a skilled Line Cook will prepare delicious meals according to menu. You will cook dishes that will delight our customers with their taste and timely delivery.

An excellent line cook must be able to follow instructions in cooking and delivering well-prepared meals. They must be deft in moving around the kitchen and apt in multi-tasking. Experience in using various ingredients and cooking techniques is also important.

The goal is to help preserve and enhance our reputation so we can expand our clientele.

DUTIES & RESPONSIBILITIES

The following is a list of the essential duties and responsibilities of this job. The tasks and time spent performing each task may vary as business needs require. The management of Exit 153 Restaurant / Amsterdam Inn & Suites maintains the right to modify job duties and responsibilities at its discretion.

Cook responsibilities include:

- Setting up workstations with all needed ingredients and cooking equipment
- Preparing ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.)
- Cooking food in various utensils or grillers
- Cleaning and sanitizing work stations as required according to the company's standards

Job brief

Responsibilities

- Set up and stocking stations with all necessary supplies
- Prepare food for service (e.g. chopping vegetables, butchering meat, or preparing sauces)
- Cook menu items in cooperation with the rest of the kitchen staff
- Answer, report and follow executive or sous chef's instructions
- Clean up station and take care of leftover food
- Stock inventory appropriately

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- Ensure that food comes out simultaneously, in high quality and in a timely fashion
- Comply with nutrition and sanitation regulations and safety standards
- Maintain a positive and professional approach with coworkers and customers

Requirements

- Proven cooking experience, including experience as a Line Chef, Restaurant Cook or Prep Cook
- Excellent understanding of various cooking methods, ingredients, equipment and procedures
- Accuracy and speed in executing assigned tasks
- Essential to be a team player assisting others as required.
- Familiar with industry's best practices
- Culinary school diploma

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty listed above satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Employees who do not possess the requirements for a job at the time of hire are expected to attain the skills, knowledge and abilities required within a specified period of time as agreed upon, in writing, with the Head/ Sous Chef. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Characteristic and Ability Requirements

- Proven cooking ability with attention to detail
- Approachable, pleasant, polite
- Able to work quickly, meet deadlines
- Self-starter and able to work with minimum supervision
- Must be able to understand both oral and written English
- Ability to meet the physical demands of the position
- Works well with others and fosters a positive work environment
- Able to work various shifts, including weekends and holidays & arrives to work on time for each and every shift.

Educational Requirements

- Education Required: Degree in Culinary School or related certificate (an asset)
- Food Safety and Work Safe Training
- Other Education/Certification/Training preferred:

Work Experience Requirements

- Work experience required: Previous Kitchen experience is an asset

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- Job related experience required: Knowledge of cooking techniques an asset

Other Requirements

- Must be eligible to work in Canada
- Able to lift 25 lbs.....
- Ability to work on your feet for extended periods of time

Technical Requirements

- Equipment: N/A
- Software: N/A
- Other: Working knowledge of cooking techniques.

Competencies

- **Customer Focus** - Efficiently and effectively addressing the needs of our customers by asking questions to identify and understand their needs, interests, and goals. Provide prompt, efficient, and personalized assistance to meet the requirements, requests, and concerns of customers. Ensuring accurate and timely information is provided to our customers and inform them of commitment times or performance guarantees. Follow up with customers following service delivery to ensure issues/concerns are resolved, adjust services based on customer feedback and anticipate the future needs of the customer. Project a professional image of oneself and the organization.
- **Teamwork** – Willing to work as a team by understanding one's role in a team, choosing the right behaviours and developing constructive and cooperative working relationships with others to achieve the team's objectives. Effectively communicating within the team to encourage others to express their ideas and opinions, as well as, offer constructive criticism in a supportive and positive manner. Working tactfully and diplomatically to handle conflicts and build consensus among the team members in order to achieve positive results for all parties involved and to provide high levels of customer service. **An understanding and acceptance in supporting all aspects of the Exit 153 Restaurant / Amsterdam Inn & Suites, operations as required.**
- **Problem Solving and Decision-Making** - Demonstrating an ability to anticipate or identify the existence of a problem and understand its true nature by recalling the information learned previously or seeking additional information relevant to solving the problem. Developing and weighing a variety of high-quality alternative approaches in order to choose the best solution to the problem. Implementing a realistic approach for the chosen solution in a timely manner. Evaluating the outcomes of the implemented solution to assess the need for alternative approaches and to identify lessons learned.

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- **Professionalism** - Exhibiting professionalism at all times by maintaining a professional demeanor through one's conduct and disposition to the guests, displaying traits such as respect, friendliness, honesty and dependability to provide exceptional service. Complying with the specific standards set by the organization regarding appropriate dress and personal hygiene for the worksite. Demonstrating composure with stressful or difficult situations, and accepting criticism tactfully to learn from it.
- **Dependability and Reliability** - Demonstrating consistency and predictability in all aspects of the job by fulfilling obligations and taking accountability for one's work. Complying with organizational rules, policies, and procedures. Diligently following through on commitments and consistently completing assigned tasks by deadlines with minimal supervision. On time for work as scheduled and punctual for scheduled meetings or appointments. Thoroughly checking work to ensure that all essential details have been considered and take prompt action if errors or inconsistencies are noticed.

Physical Requirements

- This position requires a moderate level of physical exertion; standing for long periods of time; occasional lifting of up to 25 pounds. A low intensity of sensory effort is required.

Working Conditions

- This position requires the individual to perform primarily indoors, in a kitchen environment.

I, _____, hereby acknowledge that I have received the Job Description and the Tasks for the Line Cook position. I have read and understand the aforementioned Job Description and Duties and have received my own copy. I also acknowledge that I was given the opportunity to have any questions regarding my Job Description and Tasks clarified.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____