



JOB DESCRIPTION

POSITION TITLE: COOK

REPORTS TO: EXECUTIVE CHEF

FLSA CLASSIFICATION: NON-EXEMPT

POSITION OVERVIEW

The Cook will prepare and cook large batches of food that will be served to members, guests, and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans, cuts, prepares, and cooks meat, fish, or poultry to a safe temperature
- Prepares and cooks various items according to menus, special dietary or nutritional requirements, or numbers of portions to be served
- Apportions and serves food to members, guests and employees
- Develops, compiles, and maintains food records regarding use and expenditures
- Inventories supplies and equipment
- Performs other related duties as assigned
- Follows all rules and regulations established in The Springs Employee Handbook

REQUIREMENTS

- Excellent verbal and written communication skills
- Basic understanding of or ability to learn sanitation and regulations for workplace safety
- Basic understanding of or ability to learn food handling techniques, preparation, and cooking procedures
- Must be able to work quickly and efficiently
- Must be able to work well as part of a team
- Must be able to work well under pressure
- Ability to maintain personal cleanliness
- Able to work a flexible schedule including nights, weekends, and holidays

EDUCATION AND EXPERIENCE

- High School Diploma or vocational school coursework in kitchen basics, such as food safety, preferred
- One-year of related experience preferred
- Current Riverside County Food Handler's Card

PHYSICAL DEMANDS

- Must be able to lift up to 15 pounds at times.
- Bending, stooping, reaching for kitchen items
- Must be able to stand up for extended periods of time

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Springs will be based on merit, qualifications, and abilities. The Springs does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Springs will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.