

Job Title: Cook II
Supervisor: Kitchen & Training Manager
Classification: Non-exempt
Salary Range: (DOE)

Position Description:

The Cook II reports directly to the Kitchen & Training Manager. Cook II should have a knowledge and skills of best practice in a kitchen. Cook II can work in the area of Residential Dining, HELPINGS Catering and Café.

Essential Duties and Responsibilities:

1. Can prepare a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.
2. Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
3. Follows standardized recipes to the exact specifications at all times.
4. Stocks and maintains sufficient levels of food products at all stations to assure a smooth service period.
5. Portions food products prior to cooking according to standard portion sizes and recipe specifications.
6. Maintains a clean and sanitary work station area including tables, shelves, grills, broilers, fryers, tilt skillet, sauté burners, convection ovens, flat top range and refrigeration equipment.
7. Prepares item for broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating.
8. Follows proper set up all dishes and follow proper meal presentation and garnish for all dishes.
9. Handles, store and rotates all products properly under HACCP guidelines.
10. Adheres to Food Safety Standards at all times.
11. Assists in food prep and cleaning assignments during off-peak periods as needed.
12. Opens or closes the kitchen properly and follows the closing checklist for kitchen stations. Assists others in closing the kitchen.
13. Attends all scheduled employee meetings and brings suggestions for improvement.
14. Performs other related duties as assigned by the Dining Services Manager or Manager-on-duty.

Qualifications:

1. A minimum of 3 years of experience in kitchen preparation and cooking.
2. At least 1 year experience in a similar capacity.
3. Able to work days, evenings, weekend and holidays.
4. Must be able to communicate clearly with managers, kitchen and dining room personnel.
5. Must have warm, friendly and positive attitude and can work well on a team in a very fast paced environment, understand time management and have a sense of urgency.
6. Be able to reach, bend, stoop and frequently lift up to 40 pounds.
7. Be able to work in a standing position for long periods of time (up to 8 hours).
8. Must have current Maricopa Food Handlers Card
9. Level One Fingerprint Clearance Card or the ability to obtain one.