



POSITION DESCRIPTION
COOK, GOLF COURSE

PURPOSE, SCOPE AND WORKING RELATIONSHIPS: The Cook is responsible for the preparation of menu items in an efficient, safe and courteous manner. The Cook is normally employed for six months between April and September.

Reports to: Golf Course Manager
Clubhouse Supervisor

Supervision: None

DUTIES AND RESPONSIBILITIES:

- Safely and efficiently operate the kitchen at the Little Falls Clubhouse ensuring guests, members and the public have an excellent experience.
- Primary Cook duties include:
 - Prepares food in a clean, safe, sanitary and efficient manner;
 - Cleans the char broilers, flat grills, deep fryers, refrigerators, and freezers;
 - Assures that all menu items are stocked for employees working the next shift and makes sure all stock is rotated;
 - Assists Clubhouse Attendants in delivering food orders to customers;
 - Cleans, buses and prepares tables, silverware, etc., as well as washing dishes;
 - Complies with all food and beverage regulations;
 - Operates a cash register and credit card machines, and gives change correctly and accurately.
 - Assists the public, members and guests of the Golf Course as needed;
- Performs general interior and exterior maintenance activities in and around the clubhouse including the following tasks:
 - Sweeping, mopping and vacuuming rugs floors, sidewalks and decks;
 - Emptying wastebaskets and garbage cans;
 - Cleans, disinfects and maintains restrooms.
- Assists and in the absence of the bartender, prepare drink orders; verifying customers' identification and confirming they meet legal drinking age;
- Follows all established safety procedures and precautions including reporting all incidents or accidents immediately; equipment malfunctions or breakdowns; unsafe or hazardous conditions; and assures that work or assignment areas are clean and equipment are properly cleaned and stored before leaving on breaks, end of workday, etc.
- Performs other duties when assigned or when necessary.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City policies, procedures, programs, rules and regulations.
- Knowledge of modern office methods, procedures and equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to cook using deep fryers, grills, ovens, microwaves and ranges.
- Ability to observe safe food handling practices.
- Ability to keep inventory rotated and fresh.
- Ability to be mobile in a variety of work environments including climbing steps, ramps and ladders; entry on confined spaces; possess sufficient physical strength and ability to perform lifting and moving materials and equipment; to reach overhead and bend down to complete tasks needed.
- Ability to lift 50 pounds.
- Ability to operate a cash register and credit card machine; and give change correctly and accurately.
- Ability to work rotating shifts, weekends and holidays on short notice.
- Ability to keep the kitchen organized, stocked and clean.
- Ability to read, write, speak and understanding English effectively.
- Ability to communicate effectively, both orally and in writing.
- Ability to assess and prioritize multiple projects and work within deadlines to complete projects and assignments.
- Ability to establish and maintain effective working relationships with superiors, subordinate staff, City Council, other external agencies, and the general public.

MINIMUM REQUIREMENTS:

- High School Diploma or equivalent.
- Must be 18 years old or older.
- Experience as a short order cook.
- Must be able to lift 50 pounds.
- Must be able to work rotating shifts, weekends and holidays.
- Attend Responsible Beverage Serving training.