



POSITION DESCRIPTION  
**GOLF COURSE COOK**

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**PURPOSE, SCOPE AND WORKING RELATIONSHIPS:** The Cook is responsible for the preparation of menu items in accordance to production requirements and quality standards while maintaining a safe, sanitary work environment. The position is a seasonal position and is normally employed for six months between April and September.

Reports to: Clubhouse Supervisor

Supervision: None

FLSA Status: Non-Exempt

**DUTIES AND RESPONSIBILITIES:**

- Ensure all guests receive an excellent experience and are treated in a courteous and friendly manner.
- Safely and efficiently operate the kitchen at the Little Falls Clubhouse ensuring guests, members and the public have an excellent experience.
- Prepares food in a clean, safe, sanitary and efficient manner.
- Follow recipes, presentation specifications, and portion control standards.
- 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.
- Set up buffet line for special events.
- Complies with all food and beverage regulations.
- Clean, sweep, mop, and disinfect, kitchen area after each shift.
- Emptying wastebaskets and garbage cans.
- 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 as assigned.

*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.
- 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 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.
- Ability to follow verbal and written instructions.

**MINIMUM REQUIREMENTS:**

- High School Diploma or equivalent.
- Must be 18 years old or older.
- Must be able to lift 50 pounds.
- Must be able to work rotating shifts, including evenings, weekends and holidays on short notice.

**DESIRABLE QUALIFICATIONS:**

- Experience as a short order cook.
- ServSafe Certified or Minnesota Certified Food Protection Manager Certification

Approved: 05/05/97  
Amended: 03/19/01  
Amended: 02/05/07  
Amended: 02/01/16  
Amended: 03/16/2020