



## **JOB DESCRIPTION**

**POSITION:** Line Cook

**DEPARTMENT:** Food and Beverage

**LOCATION:** Casino Resort Kitchen

**SUPERVISOR:** Kitchen Manager

**EMPLOMENT:** Full-Time/Part-Time

**PAY RATE:** \$14.50-17.50/Hour (Non-Exempt) D.O.E

**LICENSE STATUS:** Non-Key-Employee

### **DESCRIPTION:**

Assist with food preparation in the kitchen and adhere exactly to the standard operating procedures, recipes, instructions, and recommendations. The goal is to increase customer satisfaction and kitchen efficiency. Responsibilities include preparing and stocking cooking stations, buffet, preparing much of the food, and following instructions from the Lead Cooks and Kitchen Manager.

### **RESPONSIBILITIES:**

- Must conduct oneself in a manner that reflects a positive and professional image.
- Prepare and cook a variety of meats, seafood, poultry, vegetables and other food items in broilers, ovens, grills, fryers, and a variety of other kitchen equipment according to restaurants standardized recipes.
- Assume 100% responsibility for quality of products served.
- Know and comply consistently with our standard portion sizes, cooking methods, quality standards and kitchen policies and procedures.
- Stocks and maintains sufficient levels of food based on business volumes, menu mix and offerings.
- Portions food products prior to cooking according to standard portion sizes and recipe specifications.
- Maintain a clean and sanitary workstation area including tables, shelves, grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range, and refrigeration equipment.
- Prepare and cook items to include broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating.
- Follow proper plate presentation and garnish set up for all dishes.
- Handle, store, and rotate all products properly to property specifics.
- Complete paperwork as assigned.
- Close the kitchen properly and follow the closing checklist for kitchen stations. Assists others in closing the kitchen.

- Attending all scheduled employee meetings and bringing suggestions for improvement.
- Must be able to communicate clearly and effectively.
- Provide excellent guest service to guests, internal and external, through active guest engagement and positive attitude.
- All employees must be flexible and assume other responsibilities and tasks as assigned by management and as management deems necessary; this means fulfilling all other job duties as assigned.
- Flexible with scheduling of shifts and willing to work nights, weekends, and holidays.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.

#### **MINIMUM REQUIRED QUALIFICATIONS:**

- High School Diploma or GED.
- Basic computer skills for the purpose of completing the necessary paperwork.
- Minimum (6) months of experience in kitchen preparation, cooking, or similar experience in a hospitality setting.
- ServSafe certified or be able to be ServSafe certified within first (90) days of employment.
- Must pass background checks and other pre-employment screenings.

#### **PREFERRED QUALIFICATIONS:**

- 1+ year experience in kitchen preparation and cooking.
- 1+ year experience working in a hospitality setting.
- 1+ year of culinary education.
- Be able to receive and maintain a Gaming License.

#### **PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended periods of time – up to 90% of full shift.
- Ability to reach, bend, stoop, and lift to 40 pounds.
- Ability to adhere to high standards of personal hygiene and grooming habits.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position if required.*

#### **PREFERENCE FOR HIRING:**

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission: 05/16/2023.**

**Date of Approval by the Public Enterprise Finance Commission (PEFC): 08/29/2023.**

**Northern Waters Casino Resort**

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**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_