



## Job Description

Position: <b>Line/Prep Cook</b>	Created: Jan. 11, 2023
Reports To: Executive Chef, Sous Chef	Last update: Jan. 11, 2023

### Position Summary

The Prep Cook will report to the Executive Chef or designated replacement (ex. Sous Chef, Line Cook). The Prep Cook will present a positive, friendly, and professional image when interacting with all members, guests, visitors, employees, and other external stakeholders, while ensuring food quality and portion controls meet Cataraqi's standards. As required the Prep Cook is responsible for cleaning dishes to ensure that the kitchen has a steady supply of dishes, pots and utensils.

The Cataraqi Golf & Country Club is committed to a safe, productive, and healthy working environment for everyone therefore the Prep Cook is expected to follow all Health & Safety policies and procedures.

### Key Responsibilities:

#### Prep Cook

- Complete daily preparation list for freshness and inventory levels
- Create daily/weekly pasta, pizza and soup features
- Record daily temperatures of coolers and freezers
- Grilling duties on course
- Maintain strict sanitation standards in accordance with legislation and guides
- Complete cleaning and closing check list
- Restock Fore11 items during golf season
- Other duties as assigned

#### Dishwasher

- Load, run and unload the dishwashing machine. Ensure that all clean dishes, pots, utensils and supplies are returned to their assigned location
- Bag and haul kitchen garbage and recycling to the dumpsters at designated times
- Clean food preparation production areas and general cleaning duties as assigned
- Sweep and Mop kitchen areas
- Complete closing check list
- Support a safe working environment, ensuring you are aware and work in compliance with all applicable health and safety regulations and Club policies
- Clean machines and appliances used in the kitchen
- Other requests for assistance as needed



**Work Environment**

- Prolonged standing and walking
- Typically a very warm environment

**Physical Effort**

- Ability to lift up to 50 lbs
- Standing and walking for extended periods of time in a hot environment

**Work Hours**

- Varies according to the Club's needs and can include occasional overtime, evening, weekend, and holiday hours to accommodate the food requirements of the Club

**Education /Work Experience**

- Attending High School or a High School Diploma
- Grilling skills or experience

**Skills & Knowledge**

- Good problem-solving and communication skills
- Time management and multi-tasking skills
- Team player who is dedicated and organized
- High level of integrity with an excellent work ethic
- Ability to effectively communicate both verbally and in writing
- Ability to interpret and implement company policies and procedures
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment, interacting with people in a friendly and professional manner

**Sign Off**

I have reviewed this Job Description, understand it, and agree that it is an accurate summary of my duties. I also acknowledge that I was given the opportunity to have any questions regarding my description clarified.

\_\_\_\_\_  
Prep Cook

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Chef

\_\_\_\_\_  
Date