



## PREP COOK / KITCHEN STAFF POSITION DESCRIPTION

**Position:** Prep Cook/Kitchen Staff

### A. Position Summary

Prep Cooks/Kitchen staff will be expected to perform all duties to assist the chef and maintain a clean work environment. Cooks will rotate stock in coolers, keep items prepped and ready for service.

### B. Position Requirements

- **Education:** There are no special educational requirements for this position.
- **Citizenship:** Must present proof of United States citizenship or authorization to work in the United States.
- **Language Skills:** Is able to understand supervisory instructions, training and guest requests in English.
- **Transportation:** Has access to a personal automobile, public transportation or car-pool or lives within walking distance of the hotel.
- **Travel:** There are no special travel requirements for this position.
- **Equipment Skills:** Is able to safely and efficiently operate equipment and knives used in the preparation of food.
- **Personal Skills and Characteristics:** Is highly motivated. Has good initiative, work habits and flexibility.
- **Work Experience:** None required, but preferred.
- **Safety and Health Knowledge:** Is knowledgeable on the Company's safety, security and health policies as they apply to kitchen operations.
- **Americans with Disabilities Act (ADA) Knowledge:** Understands our policies on service to hotel guests having disability, and is able to answer guest questions for information on special services available for disabled guests.
- **Physical Requirements:** Is able to safely lift and carry 50 pounds for moving carts, furniture, equipment, trash and large amounts of laundry and for evacuating hotel guests and performing other emergency procedures. Is able to bend, kneel and squat for performing cleaning tasks and for moving equipment, supplies and laundry. Is able to safely use a stepstool and ladder for cleaning, changing light bulbs and retrieving and storing laundry, supplies and equipment.

### **C. Potential Contact with Hazardous Materials**

The person performing this job has contact with general cleaning agents, landscape chemicals, office chemicals and related chemicals used in hotels. For more information, see the Company's Hazardous Materials Communication Program (MSDS).

### **D. Overview of Responsibilities**

Prep Cooks/Kitchen Staff have the following responsibilities:

- Adhere to all Company policies and procedures.
- Adhere to and implement policies and procedures for cleaning grounds, parking lots, administrative areas, offices, public spaces, storerooms and other areas.
- Report directly to the Executive Chef.
- Be knowledgeable on the hotel's cleaning and laundry procedures.
- Participate in Company-sponsored continuing education and training programs.
- Build repeat and referral business by providing high quality food.
- Control inventories of food without extraordinary loss. Represent the property with enthusiasm and professionalism to all guests.
- Be knowledgeable on our features, amenities and services.
- Maintain good working relationships with all employees.
- Maintain the confidentiality of guests' private and personal information.
- Maintain the confidentiality of proprietary Company information, including, but not limited to, restaurant, and hotel performance statistics, information about agreements with clients, information about prospective business, financial information and employee personal and salary information throughout and after employment.
- Be knowledgeable on restaurant safety, security and emergency equipment and procedures, including evacuation procedures.
- Correct and report safety hazards within the immediate work areas, guestrooms and public areas.

### **E. Summary of Duties**

Prep Cooks/Kitchen Staff are to perform the following duties:

- Pick up and clean up trash, debris and spills on the hotel's grounds, parking lots, pool deck, sidewalks, stairways and other public areas.
- Actively participate in staff meetings as directed by management.
- Restock line with prepped items.
- Clean departmental equipment, such as tilt skillet, carts, and mixer ect...
- Report to management all comments from customers and visitors that affect the property's image or services.
- Greet customers
- Restock and rotate stock (FIFO) storerooms with supplies.
- Respond helpfully to guests' special requests.
- Take trash and recyclable materials to the trash and recycling areas.

- Take soiled linens, rags, to the laundry.
- Complete other assignments and perform all other duties as directed by management.

## **F. Applying For the Position**

Call 772-4700 if you have any questions. If interested, please complete a job application. Applications can be picked up at the front desk of the Windward Inn at Maroney Commons (103 S. Main Street in Howard, SD) or are available online at [www.maroneycommons.com](http://www.maroneycommons.com).