

## **Job Description: Catering Cook**

**Objective:** The Catering Cook will assist the Executive Chef in providing outstanding food and beverage to all clients. He/She will assist in ordering of food and beverage, production lists and execution, sanitation, and will execute catering functions in the Executive Chef's absence.

### **Level of Responsibility:**

- Reports to: Executive Chef, Food Services Manager
- Supervisory duties: None

### **Job Duties:**

- Safely prepare high quality food that look and tastes great.
- Ensure we do the above in a timely manner to meet our clients' needs.
- Fill in for the Executive Chef in his/her absence.
- Ensure proper ordering of supplies to stock inventory appropriately.
- Comply and enforce sanitation regulations following Serv Safe and local regulations, especially food rotation.
- Maintain a positive and professional approach with coworkers and clients.
- Assist as needed or as directed by management in any Food and Beverage event.
- Perform additional duties either incidental or implied, consistent with the employee's background or training, or which may be reasonably delegated as being in the best interest of the Center.
- Training provided to accomplish duties described.

### **Standards of Performance:**

- Carry out the functions outlined above in an efficient and timely fashion.
- Adhere to Center-wide policies and procedures, and collections policies and procedures.

### **Qualifications:**

- High school diploma or equivalent.
- Minimum of one year commercial cooking experience (not fast food).
- Good math skills.
- Ability to read, write, and communicate in English.
- Understanding of various cooking methods, ingredients, equipment, and procedures.
- Work well under pressure and time deadlines.
- Flexibility in work schedule to include weekends and holidays as needed. Monday through Saturday with most Sundays off.

**Classification:** The position of Catering Cook is a non-exempt classification and is eligible for overtime. This position is for twenty-five weeks and is considered seasonal. It is not eligible for full time employee benefits.