



REDCO

REDDING RANCHERIA ECONOMIC DEVELOPMENT CORPORATION JOB DESCRIPTION

JOB TITLE:	Line Cook
ENTITY:	Hilton Garden Inn
REPORTS TO:	Kitchen Supervisor, Operations Manager
SALARY:	Grade 1, \$12.00/hourly
CLASSIFICATION:	Non-exempt
SUPERVISES:	None
JOB SUMMARY:	This team member ensures overall thoroughness, preparation standards, and expedition of food to the guests

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Stocks all raw products in the hot and cold stations, as required to prepare all menu dishes
2. Prepares all menu dishes as listed, including breakfast, lunch, dinner, snack, and banquet menus
3. Receives and stores food items delivered by suppliers according to the existing policies and procedures when required
4. Works the shifts as scheduled in all locations, including main, banquet, and any other kitchen locations
5. Keeps the walk-ins/freezer(s) up to standard and in compliance with Department of Health regulations
6. Cleans and maintain walk-ins/freezer whenever needed and before end of shift
7. Participates in banquet preparation, including weddings, special occasions, and organized functions
8. May be scheduled to prepare room service orders
9. Fills up work station for the following shift
10. Prepares food requisition for the main station to the Kitchen Supervisor and Food and Beverage Manager on a daily basis
11. Calls supplier(s) and orders necessary items in order to avoid out-of-stock situations
12. Maintains uniform in good working order
13. Wears appropriate chef hat or hair net while working in kitchen or prep areas
14. Cares for utensils and operating equipment with regards to cleanliness, completes regular maintenance and proper handling and storage
15. Practices good personal hygiene as set by Hotel policy

16. Attends training/meetings when scheduled
17. Acts quickly to address guest complaints and to takes action to resolve the issue
18. Other duties as assigned by the Kitchen Supervisor and Operations Manager

EDUCATION REQUIREMENTS

The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of education than required will be reflected during the recruitment process:

- High School diploma or GED; or six months to one (1) year related experience and/or training; or equivalent combination of education and experience

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The ability to read, analyze and interpret common messages and instructions
- The ability to respond to common inquiries or complaints from guests and have the ability to write communication for services available
- The ability to work mathematical concepts such as addition, subtraction, multiplication, and division
- The ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- The ability to define problems, collect data, establish facts, and draw valid conclusions

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The ability to climb stairs and ladders, stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, push, pull, or sit for an extended period of time, up to eight (8) hours or more, is required
- This team member frequently is required to taste or smell
- This team member must occasionally lift and/or move up to 10-15 pounds on a daily basis and up to 25 pounds on a weekly basis
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

WORKING CONDITIONS

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate

OTHER INFORMATION

- Native American Preference Policy applies
- RREDCO is a drug-free workplace; applicants must be able to pass a pre-employment drug screening
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with RREDCO is considered “at-will”
- Must be able to comply with the RREDCO Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- RREDCO reserves the right to add, delete or modify without notice

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