



**POSTED: 02-13-2019**

**DEADLINE: UNTIL FILLED**

### **JOB DESCRIPTION**

**POSITION:** Lead Cook

**DEPARTMENT:** Food and Beverage

**SUPERVISOR:** Kitchen Manager

**LOCATION:** Casino Resort Kitchen

**EMPLOYMENT:** Full-Time

**SALARY/PAY RATE:** Pay Grade 12: \$13.00 - \$17.02/Hour (D.O.E.)

### **DESCRIPTION:**

The Lead Cook has the primary responsibility for overseeing and supervising production of food for the company. Must work closely with the Kitchen Manager and Food & Beverage Director to promote the Casino's culture, mission and philosophy. Must act as a team leader and motivator for the kitchen staff, thus strong interpersonal skills and being a clear communicator are essential. Responsible for supervising, training, evaluating, coaching and counseling kitchen staff to comply with company standards.

### **RESPONSIBILITIES:**

- Manage pre-shifts and post-shift meetings on a daily basis to gather and deliver pertinent direction to the team members on back of the house, front of the house and property activities.
- Know and promote all menu items and standardized recipes and production specifications.
- Communicate effectively both verbally and in writing to provide clear direction to the team members.
- Observe team member performance and encourage improvement.
- Monitor level of work load and make staffing adjustments accordingly.
- Take direction from the Kitchen Manager and Food & Beverage Director to carry out all tasks per their instructions.
- Fill in for the Kitchen Manager in planning and directing food preparation when necessary.
- Administer corrective counseling actions regarding all kitchen team members job performance.
- Manage and train kitchen staff, help establish working schedules and assess staff's performance.
- Assign day-to-day tasks for all cooks, such as prep lists, buffets layouts, and time and temperature check lists.
- Assist in planning, preparing, and executing catering and event preparation.
- Properly rotate and date all inventories and ensure team is doing the same.
- Assist Kitchen Manager and Food & Beverage Director with menu planning and food cost analysis.
- Communicate order needs with Kitchen Manager to ensure inventory is stocked appropriately.
- Comply with and enforce sanitation regulations and safety standards.
- Maintain a positive and professional approach with coworkers and customers.
- Perform as a front line, buffet cook, line cook, event cook, or cook for the Bar when needs require.
- Control all food specifications: taste, appearance, presentation, portion control and quality.

- 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 task 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.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- Minimum 2+ years of experience in cooking, food preparation, and other culinary experience or a combination of trained education in culinary field with previous experience.
- Basic math and reading skills to accurately adhere to recipes and measurements.
- ServSafe certified or be able to be ServSafe certified within first (90) days of employment.
- Must be able to receive and maintain a Gaming License.
- Must be willing and able to pass a background check and other preemployment screenings as requested.

### **PERFERRED QUALIFICATIONS:**

- 3+ years of experience in kitchen preparation and cooking.
- 1+ years in management and supervisory experience.
- 1+ year of trained culinary education.
- 1+ year of experience in a casino setting.

### **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 up to 40 pounds.
- Ability to adhere to high standard of personal hygiene and grooming habits.
- Ability to work in an environment with smoke and loud noise.

*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.*

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### **OUR MISSION**

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

**Integrity, Service, Professionalism, Value. This is our PROMISE.**

**Initial Date of Approval by the Public Enterprise Finance Commission (PEFC): 02/21/2017**

**Revised: 01/29/2019**

### **Northern Waters Casino Resort**

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