



**POSTED: February 13<sup>th</sup>, 2023**      **DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:**                      **Prep Cook**

**DEPARTMENT:**                **Food and Beverage**

**LOCATION:**                      **Casino Resort Kitchen**

**SUPERVISOR:**                **Kitchen Manager**

**EMPLOMENT:**                **Full-Time/Part-Time**

**PAY RATE:**                    **\$14.50-17.50/Hour (Non-Exempt) D.O.E**

**LICENSE STATUS:**            **Non-Key-Employee**

### **DESCRIPTION:**

Safely prep items for the line, salad bar, buffet and bakery offerings while adhering to menu specifications and standard recipes. Executes consistent products used in all services to our guests at all food venues.

### **RESPONSIBILITIES:**

- Replenish and restock work stations with supplies.
- Assist in daily cleaning tasks such as mopping floors, washing dishes, cleaning equipment, or sanitizing workstations.
- Adhere to food cost best practice to avoid unnecessary waste by following production sheets.
- Organize, stock, date, and rotate all food items on a daily basis.
- Organize and prioritize wok to meet deadlines and flow of business.
- Prepare menu offerings based on standard recipes.
- Executive consistent products based on standard recipes.
- Check station before, during, and after shift for proper setup, cleanliness, and sanitation.
- Operate kitchen equipment including slicer, steamer, deep fryer, ovens, kettles, broiler, mixer, flat top, brazier, and grill.
- Perform tasks as assigned in dish room and pot room.
- Assist in front of the house operations when requested depending on business flow or event.
- Report to multiple levels of requests from fellow prep cooks, line cooks, lead cooks, kitchen manager, and director.
- 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 REQUIRED QUALIFICATIONS:**

- High School Diploma or GED.
- 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 pass background checks and other pre-employment screenings.

### **PREFERRED QUALIFICATIONS**

- 1+ year experience working as a prep cook or similar experience in a kitchen.
- 1+ year experience working a casino setting.
- 1+ year experience working in a hospitality setting.
- Be able to receive and maintain a Gaming License.

### **PHYSICAL REQUIREMENTS**

- Ability to work in an environment with temperatures ranging from cold to warm to hot.
- Ability to grasp, bend, lift, carry, and move/push goods in a food warmer which weighs a maximum of 300 pounds.
- Ability to frequently bend, stoop, kneel, stand, and walk significant distances and for extended periods of time.

*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.*

### **PREFERENCE FOR HIRING:**

**Preference shall be given when it is established that the applicant meets the qualifications as stated on the job description. The following order shall be adhered to for hiring:**

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission:**

**Initial Date of Approval by the Public Enterprise Finance Commission (PEFC): 12/14/2021**

**Revised: 01/29/2019**

**Northern Waters Casino Resort**

P.O. Box 129, N5384 US 45

Watersmeet, MI 49969

Email: [hr@lvdcasino.com](mailto:hr@lvdcasino.com)

Website: <http://www.lvdcasino.com/Content/Careers.cfm>

Phone: 906-358-4226 Ext. 7318

Fax: 906-358-4913

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_