



## **Tahoe Donner Association Job Description**

**Job Title:** Cook I Marina  
**Job Code:** 160  
**Department:** Marina  
**Reports to:** Kitchen Supervisor  
**Class Code:** 9016  
**FLSA Status:** Non-exempt  
**File Name:** Cook I Marina.doc  
**Prepared Date:** 3/15/2007, updated 4/29/11, 3/21/14, 3/24/15, 10/17/15, 6/28/16

### **SUMMARY**

Under the supervision of the Marina Manager, Assistant Manager and Kitchen Supervisor the employee is responsible for ensuring the snack bar and dining area are operating in a safe, clean and professional manner. The employee is responsible for preparing and serving menu items at the request of customers and employees. This employee is also responsible for general duties at the beach including rentals, checking passes and keeping the beach club clean and free of hazards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provide excellent customer service to customers and employees alike.

Maintain a working knowledge of Association rules, regulations and procedures and enforce them accordingly.

Prepare menu items in a clean, safe manner and in accordance with State sanctioned standards.

Maintain a clean, hazard free work area at all times.

Prepare and serve food items to customers and employees and alcoholic beverages to customers upon request. (Serving of alcoholic beverages requires the employee to be at least 21 years of age.)

Follow procedures for correct opening and closing of the snack bar.

Wash dishes and equipment as necessary.

Clean counter tops, tables, equipment and floors. Remove garbage when necessary.

### **QUALIFICATIONS**

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 21 years old to perform all required duties.

### **EDUCATION and/or EXPERIENCE**

Previous experience is preferred but not necessary.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current CPR and AED certificate recommended.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals in English. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, proportions, and percentages.

### **REASONING ABILITY**

The ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle, finger, feel; and reach with hands and arms. The employee frequently is required to talk or hear and taste or smell. The employee is occasionally required to sit, climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or

caustic chemicals, outside weather conditions, risk of electrical shock, and risk of radiation. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

/\_\_\_\_\_  
DATE