



## Tahoe Donner Association Job Description

**Job Title:** Cook I/II/III  
**Job Code:** 160/161/162  
**Department:** Pizza on The Hill (POTH)  
**Reports To:** Pizza on the Hill Chef  
**Class Code:** 9066  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 1/Hourly 8/Hourly 12  
**Pay Range:** \$11.00 (DOE) /\$12.57 (DOE) /\$13.56 (DOE) per hour  
**File Name:** Poth Cook I II III.docx  
**Prepared Date:** 3/15/07, updated 9/13/12, 4/23/15, 10/25/15, 1/1/17

### **SUMMARY**

Under the direction of the Pizza on the Hill Chef, the Cook I/II/III prepares a variety of food items. The Cook I/II/III is also responsible for the cleanliness of the kitchen area.

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

Provide excellent customer service to customers, employees and business partners.

Maintain a working knowledge of the Association rules and enforce them accordingly.

Rotate product as needed

Keep facility clean and free of hazards, debris, and trash. This aspect of the job often includes other custodial duties.

Cook foodstuffs in quantities according to menu and number of persons to be served.

Clean and maintain all kitchen appliances and surfaces.

Follow California food, sanitation and food guidelines.

Label, date and Mark all prepped items.

### **COOK I**

Less than one year to 2 years experience

Entry level line-cook position (pantry, deep fryer stations).

Must be able to execute basic knife skills, holding the knife correctly, executing the basic cuts (mince, dicing in different sizes and julienne)

Maintain a clean and orderly work station, at all times, including peak periods.

Maintain the quality and consistency of the food at POTH standards, at all times, including peak periods.

Create prep list for the following meal period at the end of service.

### COOK II

Must be able to execute precise knife skills keeping food prepared by dice or julienne the same size for even cooking.

Must be able to work proficiently in the entry level stations (fryer, pizza, sauté)

Must be able to cook to the correct temperatures all griddle top menu items and must know the temperatures on hamburgers (R MR M MW W).

Must be able to work the middle, sauté, pizza, fryer during peak periods while maintaining the quality and consistency of the food as set by PoTH.

### COOK III

Must have precise knife skills including some butchering skills with fish and steaks.

Must know temperatures for meat, fish and steaks and be able to produce a properly cooked product, at all times, especially during very busy peak periods.

Must master all of Poth cooking stations: pantry, broiler, sauté, fryer, griddle.

Must be familiar with Poth prep kitchen and be able to step in on prep work during non-peak periods.  
Must be able to read and follow recipes, including baked items.

Must be able to organize and lead kitchen staff in the absence of the Chef

Must be able to lead the line on a regular basis. In the absence of the Chef Will be responsible to take charge of the tickets and the flow of dinner service.

### **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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

One year certificate from college or technical school; or one to two years related experience and/or training in the food and beverage industry; or equivalent combination of education and experience.

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

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

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 finger, handle, or 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 10 pounds and occasionally lift and/or move up to 50 pounds. 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 loud.

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

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

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

\_\_\_\_\_  
DATE