



Cook

Wood Dale Park District

Contact Name: Sandy Hlousek

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Closing Date:

Salary: \$14.00/hr

Description:

Position Summary:

The Line Cook is responsible for preparing different kinds of food, help kitchen workers in the preparation of food items and set up allocated stations for menu as instructed by Chef and in compliance with standards. The Line Cook will also arrange, prepare and break down the buffet and food displays, while maintaining the uppermost level of hygienic standards.

Work Hours

Work hours vary based on the scheduled or contracted events and include weekday and weekend hours including daytime, afternoon and evening hours. Work shifts will vary between 11:00am - 8:00pm. Must also be able to work banquets and special events on Saturdays and Sundays. Dependability and flexibility in work availability is required.

Essential Job Functions

Reports to work on time for each shift with a professional appearance and in full uniform

Sets up stations and collects all necessary supplies to prepare menu for service

Weighs and measures ingredients for cooking and deli meats for sandwiches

Prepares a variety of food items including meat, seafood, poultry, vegetable and cold food items

Prepares sauces and garnishes for all allocated stations

Covers, dates and correctly stores all food items per safe food-handling procedures

Informs the Head Chef in advance of likely shortages

Serves food in keeping with the standards of the establishment

Ensures the correct temperature of food to make it attractive and tasty

Tastes all food items for quality before serving

Uses food preparation tools in accordance with the manufacturer's instructions

Closes the kitchen correctly and follows the closing checklist for kitchen stations

Maintains an organized and sanitized work area at all times

Ensures all storage areas are tidy and all products are stored appropriately

Uses safe, hygienic food handling practices at all times

Returns dirty food preparation utensils to the appropriate area

Assists staff with other duties as assigned by the Head Chef

Cleans kitchen, equipment, walls and cabinets before and after every shift

Sanitizes the refrigerators and storerooms

Operates and maintains all kitchen appliances

Reports any unforeseen circumstances or maintenance issues to the Head Chef or Food and Beverage Operations Manager

Cleans deep fryers weekly

Attends work on a regular basis

Performs the job safely and in compliance with Park District policies, procedures, work and safety rules, and

the Employee Personnel Policy Manual

Maintains a clean and organized work environment

Other Job Functions

Helps server staff as needed

Moves tables, chairs and other furniture as required

Maintain a positive interaction and cooperation with Park District staff, the public and Facility patrons

Performs other kitchen, event or banquet duties as directed

Requirements of Work

A minimum age of 18 is required for this position

High school graduate or GED Certificate

Three to five years experience as a line cook

Valid Food Handler's certification or be willing to obtain within 14 days of hire

Special Requirement

First Aid/CPR/AED certification within three months of hire

Knowledge Of

Food and meal preparation

Menu planning

Food handling, sanitation and safety

Proper food storage

Ability To

Provide a high level of customer service to all guests in a friendly, courteous manner

Follow recipes and cooking instructions

Follow directions and communicate in English verbally and in writing

Work flexible schedules and shifts, as assigned

Follow the directives of the Head Chef, the Food and Beverage Operations Manager and the Director of Golf Operations

Manage work time effectively and efficiently

Be on one's feet for an entire work shift

Maintain self-control and composure in difficult situations

Skill In

Customer service and interpersonal communication

Working with the general public, vendors and suppliers

Basic math computation using whole numbers, common fractions and decimals

Teamwork and promoting positive work relationships with coworkers and supervisors

Work Location

Salt Creek Golf Club, 1051 Prospect Ave. Wood Dale, IL. 60191

Working Conditions

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.

General work area is in a kitchen and food preparation area.

Requires lifting of heavy objects weighing up to 50+ pounds.

Ability to manipulate kitchen equipment.

Requires strenuous and physical activity including, but not limited to, lifting, climbing, walking, kneeling, ending, sitting, prolonged standing and prolonged visual concentration.

Subject to modified/flexible work schedule and extended schedule during golf season.

Subject to heat and cold temperature fluctuations in kitchen working conditions.

Frequent exposure to cleaning materials

Exposure to chronic infectious diseases while performing routine first aid or emergency procedures

Protective clothing and equipment are required as it pertains to the particular job duty:

Non-slip shoes

CPR Microshield

Non-latex gloves

Automated External Defibrillator (AED)

May be exposed to the elements when serving on the patio or at outdoor events. Most work tasks are performed indoors in a restaurant or banquet setting with fluorescent lighting and controlled temperature.

Please apply online at:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=44749&clientkey=05EB1538F9E63CC093CC2E4B1C176445>