

**OAK LAWN PARK DISTRICT
JOB DESCRIPTION**

**Line/Prep Cook
\$15 per hour**

The Cook is under the supervision of the Kitchen Manager/Head Chef. The cook has the responsibility of preparing meals according to set standards and recipes. The cook is responsible for the stocking of inventory of all fresh and frozen food items, and keeping the kitchen and walk in coolers organized and clean. The cook is also responsible for complete clean up of the kitchen each evening.

QUALIFICATIONS

- Communication Skills
- Be able to lift at least 45 pounds
- High School Diploma or equivalent
- Basic math skills
- Ability to work in a standing position for long periods of time (up to 8 hours)

IMMEDIATE SUPERVISOR:

Kitchen Manager/Head Chef

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following:

- Responsible for coordinating entire kitchen station and communicating with front-and back-of –the –house employees to provide a dining experience that meets our patron expectations
- Prepare patron orders in a timely manner
- Ability to answer questions pertaining to food
- Maintain clean service areas
- Process guest orders to ensure that all items are prepared properly and in a timely manner
- Assist other servers, bartenders, cooks and busboys as situations arise
- Wash dishes when needed
- Other duties as directed by Management
- Handles, stores and rotates products appropriately
- Stocks and maintains sufficient levels of food products to ensure a smooth service period

MARGINAL FUNCTIONS:

Any additional responsibilities as assigned.

PHYSICAL CONSIDERATIONS

- To work 10-35 hours per week
- To work longer shifts when designated, if the need arises
- To work in an environment where construction and changing temperatures may occur
- To be adaptable to working in a temporary space as conditions arise to do so

PSYCHOLOGICAL CONSIDERATIONS

- To work alone on any shift as the occasion arises
- To work a varied schedule as required
- To have the ability to work with staff and patrons in a relaxed and friendly manner
- Ability to use good judgment in the absence of supervision

ENVIRONMENTAL CONSIDERATIONS

Worker performs activities indoors. Indoor environmental conditions will include lighting and temperature. Worker must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind and rain).

COGNITIVE CONSIDERATIONS

- Employee must have the ability to follow and give directions.
- Ability to effectively communicate verbally and in writing.
- Employee must possess time management and organization skills to effectively perform his/her job.
- Employee must use good safety awareness and judgment in all aspects of this position.

I understand my job description as explained above.

Applicant Signature

Date