

Job Description

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Sponsored by:

Coeur d'Alene Resort, Coeur d'Alene, 208-765-2300 ext 7024 2014 Summer

Job Information

Placement Type

Job Title

Prep Cook

Job Description

This job description provides a basic guidelines of the duties, responsibilities and requirements of this position within the department.

1. Must check with line supervisor for "911" out times, take physical inventory and make a prioritized prep list daily of all needed items, using seasonal par list.
2. Must ensure that approved recipes are used and followed, and are visible all times.
3. Must follow all portion control guidelines for each recipe through the use of proper portioning, measuring, and weighing devices at all times.
4. Must ensure that all prep is being completed in a timely manner, and that all prep is completed before leaving for the day.
5. Must work in a "clean as you go" manner. This includes emptying full garbage cans, cleaning walls, counters, food contact surfaces and equipment cleaned and sanitized.
6. Must ensure that all prepared food is wrapped, labeled, dated and sorted neatly in walk -ins, and is rotated in a "first-in-first-out" manner.
7. When closing station prep cooks must: pull mats, sweep and mop prep area daily at the end of each shift, day or night. Ensure that "closing list" is used and followed at the end of each night shift. Do not leave until you have checked out with the on duty supervisor.
8. Will work with Dockside Chef to develop seasonal soup menus. Will also maintain a calendar of all soups produced each month.
9. Must be in good physical condition and be able to work on their feet for extended periods of time, in a fast paced, warm environment. Must be able to lift 50 pounds on a regular basis.
10. Must set high standard in area of professional appearance, demonstrate self- confidence, enthusiasm and energy using leadership by example.
11. Must maintain open and friendly communication with fellow team members and supervisors. Take instructions, direction and constructive criticism well. The Guest is always right! No matter what. Fix the situation and ask questions later.
12. Must maintain a positive mental attitude.
13. Must demonstrate high standards in food safety and sanitation as outlined by Panhandle Health District and Dockside Chefs and supervisors.
14. Must demonstrate a positive team attitude working well with all other team members to produce the highest standards of food and service for all Dockside Gusts.

Level of English

Required

Start Date(s)

6/15/2014 to 6/15/2014

End Date(s)

9/15/2014 to 9/15/2014

Gender required

No

Day to report

to Employer

Day to arrive

in community

Estimated average 35 - 40
hours per week
Pay Range \$9.00 per hour
Overtime Possibly
Skills Required Entry level
Employer Comments 1. Posses a positive, enthusiastic attitude.
2. Provide efficient, courteous service to our Guests.
3. Convey a calm and organized disposition even when busy.
4. Work as a part of a team.
5. mantain a "can do" attitude.

Reminder: It can take between three and eight weeks from the date you start working to be paid. Please bring \$800.00 to support yourself until you are paid. Check with employer to find out your first pay date.

Social Security Information

Nearest Office
How and When to Student should apply for their social security card 10 days after
Apply for the card arrival. Employer may help arrange transportation to the Social Security Office

May work before SSI?

Paid before SSI?

SSI website <http://www.ssa.gov>

Employer Policies

Drug Policy

Discounts

Uniforms

Dress Code

Grooming Code

Suggested Travel Information

Nearest Intl Airport

Nearest Airport

From Airport

Meet Students?

Nearest Bus Station

Bus Information <http://www.greyhound.com>

Nearest Train Station

Train Information <http://www.amtrak.com>

Housing Information

Housing Restrictions?

Describe Restrictions

Housing Type

Housing Information

Reservations Required?

Housing Cost

Deposit

Terms

Included?

Other Options

Community Information

Community Description

Surrounding Area

Local Altitude

Local Clothing

Local Temperature

Local Things To Do

Local Web Info

Possible Second Job

Possible Job Change