

# Cook



**Department:** Food Service

**Type:** Part-time, Hourly, Staff

The Cook is responsible for cooking and preparing food according to recipes and production guidelines while adhering to food safety, food handling, and sanitation procedures. The individual should safely handle knives and equipment such as grills, fryers, ovens, broilers, etc. The Cook may be responsible for oversight or delegation of responsibilities within the culinary operation. Providing a quality service is essential to customer satisfaction.

## **Responsibilities**

1. Cooks and prepares a variety of food according to production guidelines and standardized recipes
2. Sets up workstation with all needed ingredients and equipment
3. Prepares ingredients by measuring, weighing, mixing, chopping, trimming, and peeling food items Provides friendly and helpful customer service
4. Cooks items according to the specified cook times to ensure that they are safe for customer consumption
5. Uses the correct portions when cutting and serving items
6. Anticipates peak and non-peak service times; batch cooks food items accordingly
7. Responsible for the appearance of food when serving to customers
8. Restocks the station with condiments and food product as needed
9. Adheres to the weekly/monthly cleaning schedules by completing the assigned tasks
10. Operates and cleans grill station (flat-top grill, char grill, hood vents, fryers, etc.)
11. Safely operates a meat slicer and executes proper knife of knives and other utensils
12. Operates equipment such as ovens, stoves, slicers, mixers, etc.
13. Bakes, roasts, broils, steams, and uses a variety of cooking methods on meat, vegetables, and other foods
14. Arranges, garnishes, and portions food according to established guidelines
15. Properly stores food by adhering to food safety policies and procedures
16. Cleans and sanitizes work areas, equipment, and utensils
17. Maintains excellent customer service and positive attitude towards students, faculty, staff, other customers, co-workers, etc.
18. Adheres to Stephens College safety policies and procedures including proper food safety and sanitation
19. Ensures security of company assets
20. Other duties and tasks as assigned by manager

## **Additional Responsibilities:**

1. Cross-trains at other stations at the location
2. Works in other areas or departments as needed

**Qualifications**

- Experience as a cook or in a related role required
- Ability to work independently with limited supervision required
- Proven knowledge of the basic principles of food preparation, various cooking methods, and food safety regulations such as proper food handling, sanitation, and storage
- Must be able to obtain food safety certification
- Demonstrates basic math and counting skills
- Demonstrates interpersonal and communication skills, both written and verbal
- Requires occasional lifting, carrying, pushing, pulling of up to 25 lbs

**To Apply:** Submit an online [Stephens College application](#).

The successful candidate must pass a criminal background check.

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