



## Job Description

|                    |                           |                     |                   |
|--------------------|---------------------------|---------------------|-------------------|
| <b>Position:</b>   | <b>Line Cook</b>          | <b>Department:</b>  | <b>Retail</b>     |
| <b>Reports To:</b> | <b>Restaurant Manager</b> | <b>FLSA Status:</b> | <b>Non-Exempt</b> |

### Position Summary

Line Cooks serve high quality food in a fast and friendly way and make sure the restaurant is clean at all times. This position is responsible for preparing food for the restaurant, ingredient preparation, cleanliness, and stocking the restaurant with necessary supplies.

### Essential Functions/Responsibilities

1. Prepare meals for customers, arrange and garnish dishes
2. Weigh, measure, mix and prep ingredients according to recipes
3. Steam, grill, boil, bake or fry meats, fish vegetables, and other ingredients
4. Check food and ingredients for freshness
5. Work well under pressure and within time limits
6. Ensure that kitchen area, equipment and utensils are cleaned
7. Address customers in a friendly manor by smiling and using language that welcomes them and thanks them for being a guest at our restaurant
8. Provide customers with quick and accurate service in all areas of the restaurant; responsible for quality, consistency, and accuracy
9. Process register transactions and handle currency; responsible for accuracy in cash handling, check, credit card, and all other acceptable forms of customer payment
10. Performs food preparation and cooking duties including a wide variety of food using a broad range of equipment and tools
11. Ensure restaurant is prepared at all times by restocking product, checking equipment, and straightening/cleaning the restaurant and dining areas
12. Up-sell by providing product information; inform customers of regular deals or specials
13. Follow company policies and established operational procedures defined by management
14. Operate within the highest level of honesty and integrity; report any honesty or integrity violations to the Restaurant Manager or Human Resources
15. Follow all Safety and Security policies and report any and all unsafe conditions

### Non-Essential Functions/Responsibilities

1. Assists in training new employees as needed or assigned by management
2. Performs other duties and responsibilities as requested by authorized personnel

## **Qualifications**

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### **Education/Training Requirements**

- None

### **Experience Requirements**

- None

### **Licensing Requirements**

- None

### **Skills/Abilities Requirements**

- Excellent customer relations skills and a positive attitude
- Effective verbal communication skills
- General math and comprehension skills
- Enjoys working in a fast-paced environment
- Ability to learn to efficiently use the cash register and restaurant equipment
- Motivated self-starter that is willing to work as part of a team. Strong work ethic required.

## **Physical Demands**

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|----------------------------|---|
| <b>Stationary Position</b> | Must be able to maintain a stationary position for 2-4 hours while processing customer transactions or while cooking food   |
| <b>Operate</b>             | Frequently operates a cash register, credit card machines, and food service equipment   |
| <b>Move</b>                | Frequently move for about 8-10 hours per day around the restaurant to stock shelves and clean   |
| <b>Transport</b>           | Frequently moves merchandise ranging from 10 - 50 pounds from a cart or the floor to the shelf  |
| <b>Reach</b>               | Able to reach over head occasionally to place and remove merchandise on top shelves   |
| <b>Positions self</b>      | Able to bend, kneel and squat frequently to position oneself to clean shelves, mop floors, and stock merchandise  |
| <b>Ascend/Descend</b>      | Able to climb an extension ladder occasionally to hang posters and stock merchandise.   |
| <b>Communicate</b>         | This position frequently communicates with customers in the process of purchasing merchandise or answer questions. Must be able to exchange accurate information in these situations. |
| <b>Exposed to</b>          | Frequently works in freezer area and around hot items such as the fryers.   |

## **Acknowledgement**

I have read and understand the job description for my position. I am able to perform all the essential functions for this position. I understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

I agree to comply with the company handbook and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor. I will strive to uphold the mission and vision of the organization.

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Employee Signature

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Date

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Employee Name (Printed)