

Cook (A.M. and P.M.)

DIVISION/DEPARTMENT: *Kitchen*

LOCATION: *Bozeman, Montana*

JOB TITLE: *Cook (MT B)*

REPORTS TO: *Sous Chef or Chef de Cuisine*

NUMBER OF DIRECT REPORTS: *0*

JOB SUMMARY: *The Cook is responsible for ensuring the highest quality guest and staff dining experience at Crazy Mountain Ranch by preparing food under the direction of the Kitchen Management and maintaining the cleanliness of the kitchen.*

Level of supervision:

- Minimal
 Moderate
 Close

FLSA Status:

NONEXEMPT

Overtime/weekend
work required?

- Yes
 No

Travel required?

- Yes
 No

___%

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare a variety of foods following standardized recipes to ensure quality and consistency while maintaining all safety, food handling, and sanitation standards.
- Wash, peel, cut, seed, and portion various foods to prepare for cooking or serving.
- Ensure production and prep schedules are maintained and that food is set up 15 minutes prior to the opening of the buffet.
- Assist with the organization, labeling, rotating, and secure storage of food inventory, requisitioning items when needed.
- Maintain the cleanliness and appearance of the kitchen in accordance with the standards set by the Head Chef and government regulations.
- Assist with staff meal preparation if working the morning shift, off site meals if working the evening shift.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS AND SKILLS:

- Must maintain personal hygiene and cleanliness.
- Must be willing to work as part of a team to complete tasks and attend staff meetings.
- Ability to communicate effectively and in a professional manner.
- Requires knowledge of all production stations and equipment in a kitchen.

WORK EXPERIENCE REQUIREMENTS:

- 2-3 years previous experience in food preparation.

Note: Nothing in this job description shall constitute a contract of employment or a contract or agreement for a specified term of employment, nor does it restrict management's right to assign or reassign duties and responsibilities to this job at any time.

Cook (A.M. and P.M.)

EDUCATION REQUIREMENTS:

- High School Diploma or Equivalent.

PHYSICAL REQUIREMENTS OF THE JOB (i.e. LIFTING, WALKING, CLIMBING, etc.):

- Must be able to lift and carry 25 lbs. frequently, 50 - 75 lbs. occasionally.
- Requires manual dexterity with repetitive movement.
- Ability to work while standing for up to 8 hours.

Date created: 3/23/06

Updated as of: 4/02/08

Updated/created by: KFS Consulting

Note: Nothing in this job description shall constitute a contract of employment or a contract or agreement for a specified term of employment, nor does it restrict management's right to assign or reassign duties and responsibilities to this job at any time.