

THE GROVE CLUB
JOB DESCRIPTION

Job Title: Line Cook
Reports To: Sous Chef/Executive Chef

Department: Food and Beverage
FLSA Status: Non-Exempt

General Summary of Duties

Responsible to assist the Sous Chef with the working requirements of the day-to-day operations while maintaining a high standard of cleanliness and sanitation in designated work areas.

Typical Physical/Mental Demands

Requires mobility. Ability to grasp, lift, move, or push goods on cart/truck weighing a maximum of 100 pounds. Ability to work in confined spaces. Sense of smell, taste, touch, and sound. Eye/hand coordination and manual dexterity. Ability to distinguish letters, symbols, and colors. Normal vision and hearing range.

Examples of Duties (including but not limited to the following)

- Prepare mise-en-place in advance of cooking process: review recipe; check and measure necessary ingredients; wash, chop, and place ingredients in individual bowls; and retrieve and prepare for use all necessary equipment.
- Prepare and handle food according to the Hazard Analysis Critical Control Point (HACCP) program guidelines.
- Check and clean refrigerators, trolleys, utensils, and kitchen equipment daily.
- Maintain the specific kitchen area clean and hygienic.
- Make proper use of leftover food items to minimize wastage under the guidance of the Sous Chef.
- Pick up products from stores in accordance with HACCP guidelines and Company policies.
- Assist with daily inventory of assigned station for daily requisitions and provide daily par levels with the Sous Chef.
- Perform other related duties as assigned.
- Responds quickly and positively to members' questions, requests, problems, and complaints and resolves them effectively and consistently.
- Maintains overall knowledge of the club and provides proactive assistance to customers when appropriate using clear and concise conversation.
- Always smiles and engages our guests first, using their name when appropriate and always maintaining eye contact.
- Always demonstrates departmental knowledge and efficiency.
- Stays well groomed, looking professional, clean, and appropriately fitted in compliance with the Clubs standards.
- Follow and enforce health, welfare, and safety policies and procedures to ensure a safe environment for all guests and fellow team members.
- Ensure your workspace is cleaned and sanitized as directed by the Club.
- Practice good hygiene prior to reporting to work and when returning to your assigned workstation. This includes, but is not limited to washing your hands, avoid touching your face, limiting unnecessary physical contact with others, coughing/sneezing into a tissue or the inside of your elbow, and disinfecting frequently used items and surfaces in your work area as directed by Management using company provided cleaning products.
- Wear company issued Personal Protective Equipment such as masks or gloves from time to time as directed by the Company.

Required Qualifications

Minimum of three years relevant food & beverage management experience in a high-quality, high-volume establishments.

- Two-year college or 4 years equivalent training/experience in a quality hospitality operation.
- Familiarity with food service concepts, practices, and procedures.
- Ability to communicate effectively and establish and maintain effective working relationships with staff.
- Ability to work in a self-motivated environment with little supervision.
- Standing, sitting, or walking for extended periods of time and ensuring a professional appearance in a clean uniform are also required.

This job description is not intended to cover or contain a comprehensive listing of all activities, duties or responsibilities that may be required.