



Position Title: Cook 4 Pantry

Company: The Country Club at Castle Pines

Supervised by: Executive Chef/Sous Chef

Updated: February 2019

Exemption Classification: Non-Exempt

#### Overview

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The Cook 4's major responsibility will entail preparing salads, cheese plates and other cold appetizers, while working with the Executive Chef & Sous Chef on specific cooking procedures and techniques as well as plate presentation and product quality and freshness.

#### Essential Duties

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- **Station Set Up.** The line cook is responsible for preparing his or her station before the start of each service. The line cook must make sure that all the supplies that will be needed for the night are available and ready for use. This can include preparing some items in advance, or performing simple tasks such as stocking the station with plates and bowls.
- **Prepping Food.** The line cook will be asked to prep food for service each day. This can mean chopping vegetables, butchering meat, or preparing sauces. Depending on the needs of the kitchen, the line cook may also be asked to prepare items for other stations or for special events. The line cook will use prep and production lists as guides to check the many items necessary to be prepared and recipe books for specific instruction.

- **Cooking.** During meal service, the line cook is responsible for preparing the items requested from his or her station. The cooks will/can be rotated between the grill, sauté, apps and pantry.
  - **Pantry:** During dinner production makes all the various salads, appetizers and desserts as they arrive to the printer, prepared in the “fire” order as prescribed by the Executive Chef/Sous Chef. Work with the Executive Chef & Sous Chef on specific cooking procedures and techniques as well as plate presentation and product quality and freshness.
  - **Sauté:** Reading and cooking the tickets as directed by the Executive Chef/Sous Chef. Assist the Executive Chef/Sous Chef for production of banquets, as needed. Follow the cooking procedures and techniques as well as plate presentation and product quality and freshness as directed by the Sous Chef & the Executive Chef.
  - **Grill:** Season and prepare food items for grilling in accordance to the Members specifications and preset recipes while managing the portions of the grill food item.
- This requires working with other cooks in the kitchen to make sure that food is ready at the right time, in the right order so that it arrives at the members table ready to eat and at the right temperature. The line cook will often be directed by a Sous Chef or Executive Chef as he prepares food.
- **Clean Up.** At the end of service, the line cook is responsible for cleaning his or her station, and may be asked to help other cooks clean up their stations. This means disposing of garbage, cleaning utensils, pots, and pans, and cleaning cooking surfaces. The line cook will also be responsible for taking care of leftover food, whether that means disposing of it, returning unused items to the correct inventory location, or storing cooked goods for use at another service.
- **Stocking.** The line cook is also called on to unload delivery trucks and store inventory correctly. This can mean stocking pantries or walk in refrigerators, or simply inventorying items and reporting to the Executive Chef or Sous Chef.

### Education and Experience Requirement

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Must have proven cooking experience and an excellent understanding of various cooking methods, ingredients, equipment and procedures. Must also possess accuracy and speed in executing assigned tasks and preferably have a Culinary School Diploma.

### Working Environment/Physical Demands

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The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. While performing the duties of this job the employee is frequently required to sit, primarily asked to stand and walk. Light, periodic lifting will be required.

- Must be able to lift 50 lbs
- Must be able to multi-task in a fast paced, moderately noisy environment
- Employee will be required to stand, walk, sit, stoop, kneel, crouch and potentially crawl.

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Employee

Date

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Supervisor

Date