

**Position Title: Cook 3**

**Department: Beavercreek Golf Club – Kitchen**

---

**Employment Status: Seasonal**

**FLSA Status: Non-Exempt**

The City of  
BEAVERCREEK  
Ohio

**GENERAL NATURE OF WORK:** This position does require specific knowledge of a commercial food service kitchen. This is skilled work in the operation of the day-to-day activities of the kitchen. An employee in this class reports directly to the Chef for daily instruction, schedule and general duties.

**EQUIPMENT:** This position requires specific knowledge of food service equipment, safety measures, procedures and sanitation procedures. The primary work site is the Kitchen facilities located at Beavercreek Golf Club.

**ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.*

- Must be able to bend, stoop, kneel and stand during duration of the work shift.
- Must be able to lift up to 50lbs+.
- Maintain a neat and sanitary work environment.
- Maintain personal hygiene to departmental standards.
- Demonstrates regular and predictable attendance.
- Full understanding of kitchen equipment and its uses – including set-up, break down and clean up.
- Completion of food services including prep work, line set up and banquet prep with direction from Chef without supervision.
- Prepares all food services and menu items to specification without supervision.
- Understanding of proper cooking temperatures for hazardous food items.
- Full understanding of Temperature Danger Zone.
- Ability to create daily food specials and daily soup specials without supervision.
- Assure all products are rotated and properly stored to minimize waste.
- Completion of all the assigned tasks either listed on production lists or under direct request of the Chef.
- Ability to set up and run hot and cold line for a la carte restaurant without supervision.
- Upon receiving shipments, check for proper counts, condition and quality of product.
- Completion of all opening duties of the kitchen. Including: Locking and Unlocking Kitchen doors and Clubhouse doors.
- Ability to run action stations. i.e., carving and/or omelet cooking stations.
- Understanding of banquet function agreements under the specifications of the Chef.
- Completion of food services for small banquet events without supervision. Including, but not limited to Breakfast and Lunch Buffet events for 1-35 guests.
- Training of food services for large banquet events.
- Communicate with management regarding problems in the kitchen.
- Maintain professional work relations with peers.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

**City of Beavercreek**  
**An Equal Opportunity Employer**

---

- Operates equipment as necessary.
- Performs other duties as assigned with supervisor and under direction from the Chef.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

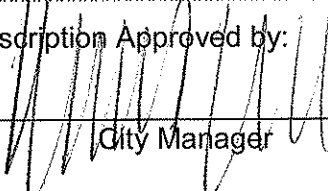
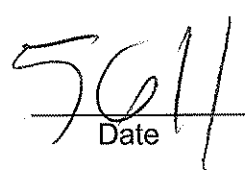
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**DESIRABLE TRAINING AND EXPERIENCE:**

- Graduation from a standard high school, or the equivalent; or any combination of training and experience which provides the desired knowledge, skills and abilities.
- Prior commercial kitchen experience required.
- Prior banquet kitchen experience preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

- Ability to work other than normal working hours, and to work various shifts as necessary.
- Possession of, or ability to obtain after employment CPR/First Aid Certification.
- Possess and maintain a valid Ohio Driver's License as required.

\*\*\*\*\*  
Job Description Approved by: \_\_\_\_\_  
 \_\_\_\_\_  
City Manager  
 \_\_\_\_\_  
Date  
\*\*\*\*\*

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date