



Job Description

Cook

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DEPARTMENT: Food and Beverage

REPORTS TO: Food and Beverage Manager

Summary

Prepares meals for guests according to the restaurant menu. Follows specific recipe for each menu item and occasionally customizes dishes for guests requests and for special events. Prepares some items needed for service, from chopping vegetables to making sauces. Prepares components of a meal in concert with or at the same pace with other items prepared by other cooks or other prep cooks to ensure that everything is finished at the same time and ready for service.

Principal Activities & Responsibilities

- ❖ Responsible for preparing high quality food components while ensuring timeliness in delivery to casino guests and employees.
- ❖ Creates recipes for main dishes and desserts that provide flavors and quality that is uniquely identifiable for the casino restaurant as directed by the Food and Beverage Manager
- ❖ Ensures that food is prepared safely and that food storage and handling procedures are followed in accordance with departmental policies and procedures and applicable health standards.
- ❖ Works in concert with the Food and Beverage Manager to prepare the daily menu and develop daily specials and entrees.
- ❖ Provides leadership by setting an example of professionalism and developing a system of cooperative teamwork that results in coordinated, high quality, and timely preparation and services to guests and employees.
- ❖ Ensures that areas are kept clean and clear of debris and promotes good housekeeping and safe food handling practices among kitchen team members.
- ❖ Demonstrates proficiency and accuracy in preparing the right ingredients for the right food order in the time necessary to complete the meal ready to serve.
- ❖ Interacts effectively and professionally with individuals of diverse backgrounds and/or cultures.
- ❖ Helps train and mentor kitchen staff in food preparation, safe food handling and health and cleanliness standards
- ❖ Assists Food and Beverage Manager in the scheduling of kitchen staff
- ❖ Maintains two-way communication with Food and Beverage Manager
- ❖ Provides oversight of all Bar and Grill operations in the absence of the Food and Beverage Manager
- ❖ Communicates effectively both orally and in writing
- ❖ Provides high quality service to our guests and is cordial to all team members. Communicates effectively both orally and in writing.
- ❖ Maintains a good attendance record.
- ❖ Other duties as directed by management.



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Level of Authority & Restrictions

Directs kitchen personnel on assigned shifts and operates within the defined and delegated authority of department policies and procedures and authority delegated by the Food and Beverage Manager

Physical & Mental Demands

- ❖ Must be able to multi-task.
- ❖ Must be able to stand for long periods of time for up to eight hours or more.
- ❖ Must be able to move up to 45 pounds.

Working Conditions & Environment

- ❖ Must be able to work in smoking and non-smoking environments.
- ❖ Must be able to work all shifts, weekends, holidays & special events as needed.
- ❖ Must be able to work in areas with moderate to loud noise levels.
- ❖

Minimum Job Requirements

- ❖ High School diploma or GED.
- ❖ At least four years of food preparation and commercial kitchen experience, with two years of experience as a prep cook.
- ❖ Current certification in Public Health safe food handling course is required.
- ❖ Must possess reasonable ability to communicate in English.
- ❖ This position is subject to pre-employment drug testing and criminal history background check which may include fingerprinting.
- ❖ Must have employment eligibility in the U.S.
- ❖ Must receive and maintain a valid Class B gaming license from the Tribal Gaming Commission.

Indian Preference

It is the policy of the Tribe to grant Indian Preference in hiring, promotion, and retention, all subject to meeting or being capable of meeting minimum job and educational qualifications, while living on or near a reservation, in accordance with Title VII, Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975.