

#### Cook Job Responsibilities:

- Pleases customers by providing a pleasant dining experience.
- Serves meals by reviewing recipes; assembling, combining, and cooking ingredients; and maintaining a sanitary kitchen.
- Attends to the detail and presentation of each order.
- Places and expedites orders.
- Prepares ingredients by following recipes; slicing, cutting, chopping, mincing, stirring, whipping, and mixing ingredients; adding seasonings; verifying taste; and plating meals.
- Completes hot meal preparation by grilling, sautéing, roasting, frying, and broiling ingredients and assembling and refrigerating cold ingredients.
- Adheres to proper food handling, sanitation, and safety procedures; maintains temperature and maintains appropriate dating, labeling, and rotation of all food items.
- Stores leftovers according to established standards.
- Coordinates daily food supply inventory for cafeteria. Submits order to supervisor.
- Assists with receipt of deliveries.
- Ensures smooth operation of cafeteria services during absence of supervisor.
- Maintains cleanliness and sanitation of equipment, food storage, and work areas.
- Completes cleaning according to daily and weekly schedules and dishwashing/pot washing as needed.
- Assists with orienting new employees to their work area.
- Listens to customer complaints and suggestions and resolves complaints.
- Implements suggestions within parameter of position and refers more complex concerns to supervisor.
- Instructs personnel in use of new equipment and cleaning methods and provides efficient and effective methods of maintaining work area.
- Participates in and/or contributes to programs, committees, or projects designed to improve quality of service and employee productivity.

#### Essential Criteria:

- Proven work experience as a cook
- Must be fluent in English, French is a plus
- Punctual and attentive of personal hygiene
- Basic math skills
- Strong organizational and multitasking skills, with the ability to perform well in a fast-paced environment
- Active listening and effective communication skills
- Team spirit
- Flexibility to work in shifts
- Demonstrated knowledge of and skill in ability to safely and effectively operate standard foodservice equipment
- Adaptability
- Decision-making
- Multi-tasking

- High school diploma; food safety training is a plus